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AUTHOR Els, Phyllis M., Ed.; Amen, Kathleen L., Ed.
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ABSTRACT

This handbook is the basic text for students enrolled in the library instruction course at Saint Mary's University. The first section explains the course objectives, presents the course outline and method of instruction, and details the term project, workbook assignments, and grading procedures. The text is divided into seven study units: (1) Introduction to the Library; (2) The Card Catalog; (3) Reference Works; (4) Serials; (5) Government Documents; (6) Research Strategies/Evaluation of Sources; and (7) Media--AV & Microforms. A worksheet designed for individual in-library study accompanies each unit. (JAB)

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HANDBOOK FOR ND 1011

INTRODUCTION TO BIBLIOGRAPHY

ST. MARY'S UNIVERSITY, ACADEMIC LIBRARY
SAN ANTONIO, TEXAS

EDITORS: PHYLLIS M. ELS,
KATHLEEN L. AMEN

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ADAPTORS AND CONTRIBUTORS:
Anita Saxine, Director of Academic Library
Phyllis M. Els, Instruction/Reference Librarian
Blanka Glos, Cataloger
Elaine Gordon, Cataloger
Gloria Hilario, Audio-Visual Materials Librarian
Regina Richter, Government Documents Librarian
Betty Riley, Periodicals Librarian

TYPIST: Pamela Pace

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Kathleen L. Amen
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Adapted from Handbook from University of California, Davis,
Shields Library

IR005613

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INTRODUCTION

This handbook is the basic text for students enrolled in ND 1101: Introduction to Bibliography. It is supplemented by Jean Gates' Guide to the Use of Books and Libraries and accompanies laboratory assignments. Because the library is constantly growing and changing, the laboratory materials must be continually revised. These materials are included in the cost of this handbook, but they will be distributed throughout the sessions. Audio-visual materials are assigned in most units. These materials were commercially produced and some statements may not apply to St. Mary's library.

Many librarians, library assistants, and student assistants have contributed to this work. All of us are especially indebted to the typist for reproduction of both the handbook and the laboratory materials

[redacted]

ND 1101: INTRODUCTION TO BIBLIOGRAPHY

Text: Handbook for ND 1101

SUPPLEMENTAL READING ON RESERVE:

Gates, Jean. Guide to the use of books and libraries. 3rd. ed. McGraw-Hill.

A. OBJECTIVES
B. CLASS SCHEDULE
C. METHOD OF INSTRUCTION
D. GRADING
E. INSTRUCTORS.

A. *Objectives for ND 1101*

This handbook, and assignments for this course will hopefully help you to achieve the following objectives:

1. to become acquainted with the history and development of books and libraries, to develop an appreciation of their importance in our history and in our daily life, and a desire to use them.
2. to develop an understanding of the purpose of the college library, the kinds of materials it includes, and their physical arrangement and organization.
3. to become familiar with classification systems as an aid in the use of libraries.
4. to develop a knowledge of the purpose of the card catalog, the meaning for the student of each item of information on the catalog card, and the ways in which he can use this information.
5. to develop skill in searching for material beyond the catalog.
6. to become familiar with the major reference books both general and specialized: what they are and how to use them.

7. to develop skill in the use of printed bibliographies.

8. to become experienced in taking notes, compiling bibliographies, and making footnotes for term papers and research papers.

9. to increase the student's ability to decide upon the kinds of books and materials which are needed to answer a given question or to develop a given subject.

10. to develop an understanding of the importance of using a variety of sources.

B. *Course Outline*

I. ND 1101: INTRODUCTION TO BIBLIOGRAPHY

- Introduction to the course
- Organization of the academic library
- Our Heritage of Books and Libraries
- Selection of term project topic/interview

II. PRELIMINARY ESSENTIALS

- The Card Catalog
- Subject Catalog/Subject Headings List

III. THE SUBJECT SEARCH: REFERENCE WORKS

IV. THE SUBJECT SEARCH: SERIALS, INDEXES, ABSTRACTS, & BIBLIOGRAPHIC SOURCES

V. GOVERNMENT DOCUMENTS

VI. FOCUS ON RESEARCH

- Methods of organizing research
- Documentation
- Evaluation sources

VII. MEDIA

VIII. COURSE EVALUATION

TERM PROJECT DUE: ALL ASSIGNMENTS DUE

C. *Method of Instruction*

1. *Discussions* will be held with students in groups or singly during library hours to introduce each unit or to assist with assignments.

2. *Readings* from the handbook, Gates, and reserve books will introduce new material and reinforce the information.

3. *Assignments* are designed to give you practical experience using the library.

    a. Assignments compose 60% of the final grade. Credit for the assignments will be given only upon satisfactory completion of all the assignments.

    b. Correct any errors on assignments before proceeding to the next unit. You will not receive credit for the assignment until all errors have been corrected and checked again by your instructor. Remember not to go on to the next unit until you have correctly completed the preceding one.

    c. You are not limited to using St. Mary's library when working on the assignments; however, they are most easily done here.

    d. Readings in the handbook and Gates complement the assignments. You will save time by reading them first.

    e. You are expected to do your work independently of other class members; however, you are encouraged to discuss the assignments in general with students or librarians.

    f. Please use one reference book at a time and return it to the Reserve Desk or its correct location so that other students and library users can find it; writing in books is a big NO-NO!

    g. Each assignment will have a due date on the first page. Your instructor will return them promptly, if they are turned in on time. You are encouraged to complete each assignment at least by the due date. This will keep you from having to do several in the last weeks, and will allow the instructor time to mark them. Ample time for corrections of missed items is afforded by this schedule.

    h. Please be very careful to use the volume or year of a book specified in any assignment so that your answers can be corrected.

4. *Term Project* will, hopefully, draw together skills and infomration acquired in the course.

D. Grading

ASSIGNMENTS (All assignments must be completed correctly to receive credit).	60% of final grade (graded pass/fail)
TERM PROJECT	40% of final grade (graded pass/fail)

E. Instructors

All the librarians will be happy to help you complete your assignments. You will probably find it most convenient to work during the hours when the Reference Service Desk is staffed.

Reference Desk Schedule

Monday-Thursday	8 a.m. - [redacted] 10 p.m.
Friday	8 a.m. - 5:00 p.m.
Saturday	8 a.m. - 12 noon; 1 p.m. - 5 p.m.
Sunday	2 p.m. - 5:00 p.m., 6 p.m. - 9 p.m.

THE TERM PROJECT

DEADLINES

Week 1: Select topic; make appointment with instructor to discuss it.

Week 2: Meet with instructor. Discuss your term project topic.

Week 14: Turn in term project.

PURPOSE

The term project is designed to give you a chance to become familiar with the major reference books in your major. It will also give the instructor an opportunity to evaluate your ability to organize a library search.

METHOD

The term project will consist of an annotated bibliography of approximately 20 reference books on your chosen topic. The items chosen should be the best and most useful materials you can find at the academic library and the annotations should clearly explain how and when to use the books. (See Sheehy's Guide to Reference Books, Ref Z 1035.1 S43 1975).

TOPIC

You should choose your topic during the first week of the class and verify your choice with your instructor at a brief interview in the second week of the class. The topic should be in your major since the purpose of the bibliography is to acquaint you with the standard reference materials in your major. The topic can be quite broad - much broader than a term paper topic - since a general subject area will give you more opportunity to explore your field.

GRADING

Your instructor will grade papers on the following points (especially #3 and #4):

1. meets the minumum number of entries.
2. neatness and accuracy of bibliographic entries - two features which always influence teachers when they judge a research paper. Please type the final project. Drafts during Week 9 may be handwritten.
3. coverage of the major reference tools in the subject area.
4. quality of the annotations and of Section III.

FORMAT OF TERM PROJECT

Title Page

Table of Contents (should include the title of every book in the project)

Section I: A summary of the topic.

Section II: An annotated bibliography of approximately 20 items (draft of one-half of items due in the 9th week).

Section III: A summary of the nature of research in the topic.

SECTION I: SUMMARY OF TOPIC

In Section I you will be describing the subject matter your term project will focus upon. For example, if your topic is geology, you will explain the scope of the science of geology, including significant research areas and branches of geological sciences. You might also indicate the variety of professions in the field. The purpose of this summary is to clarify to yourself, to your instructor, and to students who may use your work as a study guide, the uses of your project. The summary should be approximately 250 words long - about one typed page. A draft of it is due during the 9th week of class.

SECTION II: AN ANNOTATED BIBLIOGRAPHY

As you proceed through each assignment, you should attempt to isolate the most useful reference books you encounter, so that you can compile a list or bibliography of the major reference tools for your subject area. Books do not have to be shelved in the Reference area to be reference books, although most will be; however, many excellent bibliographies are part of the main book collection because they are too specific for general reference.

ENTRIES

Each of the items you include should have an accurate bibliographic entry and an annotation describing the entry. (See Sheehy's *Guide to Reference Books* Ref Z 1035.1 S43 1975 or other recognized style manual)

BIBLIOGRAPHIC FORM

Use Gates, pp. 393-395, for the correct bibliographic form for each item you list. If Gates does not include an appropriate example, check Turabian, Kate L. *A Manual for Writers*. 4th ed. Chicago: University of Chicago Press, 1973. On Reserve. (For some disciplines, other style manuals may be used with instructor's approval)

ANNOTATIONS

The annotation or discussion of each item will explain when to use the book, what the book will do for the user, and how to use it. Annotations should include:

- years covered
- topic covered
- types of materials covered
- arrangement and use
- value to your topic, if not clear.

ARRANGEMENT OF SECTION II

The items selected should be arranged in type groups (i.e. bibliographies, guides, indexes, dictionaries, etc.). You may find another form of organization, such as time periods or subject areas, works better; however, if you do intend to vary from a "type of reference book" oriented approach, please OK the change with your instructor.

MATERIALS TO INCLUDE IN SECTION II

You should consider all of the various "forms" of materials discussed in the course. Some may be inappropriate for your topic and you will omit them. This omission can be discussed in Section III: Research Problems.

Refer to the following list to be sure that you include all logical types of reference materials:

Bibliographies
Guides to the literature
Indexes and abstracts
Dictionaries
Encyclopedias
Concordances
Directories
Almanacs
Statistical sources
Government documents indexes
Bibliographical dictionaries and encyclopedias
Maps, atlases, gazetteers
Review journals
Yearbooks

The following materials are not to be considered reference items. Please do not include them in your bibliography:

Books on your topic
Encyclopedia articles
Dissertations
Periodical articles
Newspaper articles
Pamphlets
Government documents
Book Reviews

You may find you are forced to eliminate some excellent reference tools in order to stay within the limit of 20 items. You may wish to include an unannotated list of useful tools at the end of Section II to show us you are aware of their existence.

SECTION III: AN ESSAY ON THE NATURE OF RESEARCH IN YOUR SUBJECT AREA

At the end of your project you should be familiar with the nature of research in your field. In this 250 word essay you should summarize the usual course of research commenting on the value of the types of reference materials available. For example, a history major might stress the importance of primary source materials and key authors of secondary books. Biologists might report the value of journal literature, citation indexing, and the impact of computers upon research.

UNIT I: INTRODUCTION TO THE LIBRARY

I. OUR HERITAGE OF BOOKS AND LIBRARIES

  A. OBJECTIVES

  B. ASSIGNED READING

  C. SELECTED BIBLIOGRAPHY

II. ORGANIZATION OF ST. MARY'S ACADEMIC LIBRARY

  A. HOW TO FIND A BOOK IN THE LIBRARY

  B. HOW TO GET A BOOK OUT OF THE LIBRARY -- LEGALLY

  C. CARDS YOU SHOULD KNOW

III. LIBRARY TERMINOLOGY

IV. LIBRARY MAPS

I. *OUR HERITAGE OF BOOKS AND LIBRARIES*

A. OBJECTIVES

General:

"A student, by the time he or she completes a program of undergraduate studies, should be able to make efficient and effective use of the available library resources and personnel in the identification and procurement of materials to meet an information need." (ACRL STATEMENT)

Terminal:

1. The student recognizes the library as a primary source of recorded information.

2. The student recognizes the staff, particularly the reference staff, as a source of information and is comfortable seeking assistance from staff members.

3. The student understands the procedures established for using these facilities.

Enabling:

T. 1

E.1. Given a list of 10 information needs and services, the student can correctly identify 8 which are best handled by the library.

T. 2

E.1. Given a map of the library, the student is able to locate Key service points (e.g. circulation, reference, periodical, indexes)

E.2. The student can identify members of the reference staff by sight and name.

E.3. The student asks the reference staff for assistance whenever library-related information is needed.

T. 3

E.1. The student can sign out various (5) library items correctly.

E.2. The student can interpret library forms (e.g. book card, library ID card, overdue notice, etc.)

B. ASSIGNED READING

Gates, Jean Key.
Guide to the Use of Books and Libraries. 3rd ed. New York:
McGraw-Hill. On Reserve
Read the introduction, pp. xi-xii.
Chapter 1. "A Brief History of Books and Libraries"
Chapter 2. "The Parts of the Book"
Chapter 3. "Academic Libraries"

Gore, Daniel.
Bibliography for Beginners. New York: Appleton-Century-Crofts, c.1968. Read Chapter I. "The History of Writing and the Making of Books" pp. 3-29. On Reserve

C. SELECTED BIBLIOGRAPHY

Vervliet, Hendrick D.L.
The Book: Through Five Thousand Years. New York: Phaidon, c1972.
On Reserve

McMurtrie, Douglas C.
The Book: The Story of Printing and Bookmaking. New York:
Oxford University Press, c1943. On Reserve

Piggott, Stuart, ed.
The Dawn of Civilization. New York: McGraw-Hill, c1961.
Read Chapter III, "The Birth of Written History", by M.E.L.
Mallowan, pp. 67-82. On Reserve

Chappell, Warren.
A Short History of the Printed Word. New York: Knopf, 1971.
On Reserve

Diringer, David.
The Hand-Produced Book. New York: Philosophical Library, 1953.
On Reserve

Lehmann-Haupt, Helmut. ed.
Gottingen Model Book. Columbia: University of Missouri Press,
1972. On Reserve

Lehmann-Haupt, Helmut. ed.
Book in America: A History of the Making and Selling of Books in
The United States. 2nd ed. New York: Bowker, 1951. On Reserve

Bland, David.
A History of Book Illustration: The Illuminated Manuscript and the
Printed Book. Berkeley: University of California Press, 1969.
On Reserve

McLuhan, Marshall.
The Gutenberg Galaxy: The Making of Typographica Man. Toronto:
University of Toronto Press, 1964. On Reserve

II. ORGANIZATION OF ST. MARY'S ACADEMIC LIBRARY

A. HOW TO FIND BOOKS IN THE LIBRARY: CLASSIFICATION

When books are put into a library, some provision for relocating them when they are needed must be made. For this reason, each book is given a call number that becomes its address.

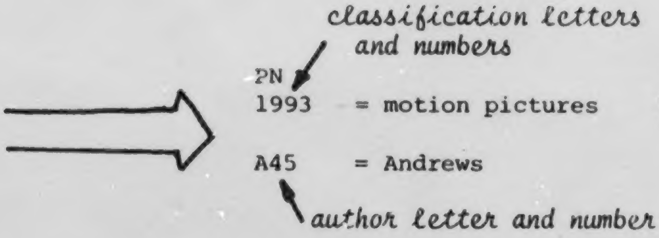
Most libraries use book numbers from the Dewey-Decimal System or from the Library of Congress Classification System. St. Mary's uses the Library of Congress or L.C. System, because it is designed for a large library. A small collection of books is still classed by the Dewey Decimal System, but these are in the process of being converted to the L.C. System.

Since call numbers are based on the subject of a book, books are generally located next to other books on the same topic. Also, no two books in a library will have the same call number, so, the call number can be used to identify its book.

For example,

The History of Hollywood

by William Andrews

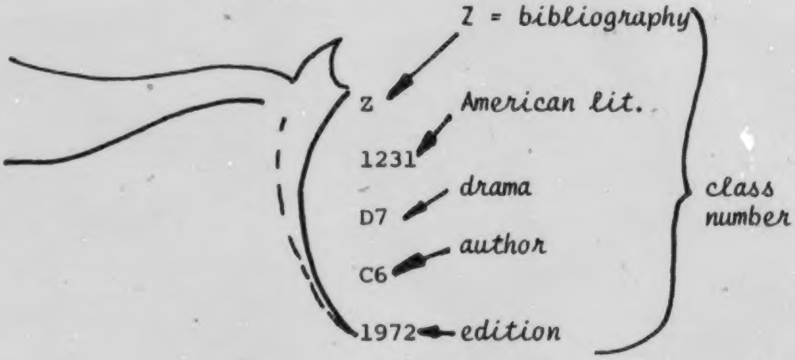

classification letters and numbers
PN
1993 = motion pictures
A45 = Andrews
author letter and number

Many books will have more elaborate call numbers than the preceding one, but each part of the call number stands for some facet of the book's subject, title or author.

For example,

Drama criticism

by Arthur Coleman


Z = bibliography
Z
American lit.
1231
drama
D7
author
C6
1972
edition
class number

Books are arranged on our shelves first alphabetically by the classification letters, then numerically by the classification numbers. Finally, books within the same class are divided by the author number. The author number is a decimal number, although the decimal point is not typed on the card or printed on the spine of the book.

WHERE MOST PEOPLE GET OFF THE TRACK...

... IN THE CARD CATALOG

1. They don't copy the full call number. There may be several hundred books with the same class number (like PN1995). You may never find the book by Andrews, if you try to save time in the card catalog by indiscriminately eliminating parts of the call number.
2. They ignore small details, like a "SC", "f", Ref or a stamp saying "microfilm", "special collection", etc.

976
T63 = Special Collection
SC

Ref
PN1995 = Reference Collection
C4

MF
123 MFC
12 = Microform Collection on first floor
MC
1

WHERE MOST PEOPLE GET OFF THE TRACKS... IN THE STACKS

1. They don't remember that the author part of a call number is really a decimal number, so

   PN / 1995 / A4 comes after PN / 1995 / A384

2. They don't go back to the card catalog to check the main entry (usually the author card) for books they couldn't find on the shelves.

3. They don't make inquiries at the Circulation or Reference Desks if they still can't find the book. The staff at Circulation will see if the book is checked out. If it is, they will place a "Hold" on the book and notify you of its return.

B. HOW TO GET A BOOK OUT OF THE LIBRARY - LEGALLY

1. Always carry your current library I.D. card.

2. Present the book and your library I.D. card to the staff at the Circulation Desk.

3. Circulating items are checked out for two weeks.

945 47 0572

Doe John D.

123 Green Street

San Antonio, Tx

Library I.D. Card

C. CARDS YOU SHOULD KNOW

OUR RECORDS SHOW THAT YOU HAVE: ____________________

__________BOOK(S) OVERDUE   OVERDUE
FINE 10c PER DAY

__________FINES DUE

You will not be permitted to check out library materials.

You will not be permitted to register or graduate if this account is not settled.

PHONE: 436-3430
CAMPUS: 3430

CIRCULATION DESK
ACADEMIC LIBRARY
ST. MARY'S UNIVERSITY

Overdue Card

68803

DD
247 Robinson, J.
E5 And the crooked shall
R6 be made straight

John Doe	MAR 3 1967

Book Card

III. LIBRARY TERMINOLOGY

All professions develop their own terminology or "jargon". Sometimes, new words are created. More often, however, standard words acquire unique meanings. If you are going to understand libraries and librarians, it helps if you speak "librarianese".

We'll start out with some words commonly used in libraries.

1. ABRIDGED EDITION - an edition shortened by re-writing, omitting, or condensing the original, but retaining the general sense.

2. ABSTRACT - a brief summary that gives the essential points of a book, pamphlet, or article.

3. ANNOTATION - note discribing, explaining, or evaluating an item in a bibliography.

4. ANTHOLOGY - a collection of literary pieces by one or more authors.

5. APPENDIX - supplementary information pertaining to, but not essential to, the completeness of a book, generally following the text.

6. BIBLIOGRAPHY - a list of books or other materials on a particular subject - usually arranged alphabetically.

7. BIBLIOGRAPHIC CITATION - a note of reference to a book, periodical article, newspaper article, etc.

8. BIBLIOGRAPHIC FORM - the placing of this listing in correct form. Bibliography entries should be consistent, that is, the same information should always be given in the same order.

9. BIBLIOGRAPHIC INFORMATION - the information given in each citation. For a book, the information consists of: (1) author, (2) title, (3) place of publication, (4) publisher, (5) date of publication.

10. BIOGRAPHY - a written account of a person's life, actions, and character. A biographer is one who writes such an account; a biographee is one about whom the account is written.

11. BOOK CATALOG - a catalog created by photocopying cards, reducing them and binding them in book format.

12. CALL NUMBER - Letters, figures, or symbols, separate or in combination, assigned to a book to indicate its location on shelves.

    A typical LC call number:
    GV
    770 = water sports
    S36 = author number

    A typical Dewey Decimal call number:
    797.1 = water sports
    S36a = author number

13. CARD CATALOG - a catalog in which entries on separate cards are arranged in order, listing material in the library by author, subject, and title.

14. CATALOG - a list of books or other materials, arranged according to a definite plan (usually alphabetically). The list records, describes, and indexes the collection.

15. CLASSIFICATION - the system by which the collection of materials is organized and arranged either by subject or form. Call numbers are assigned for location. There are two major classification systems used by libraries in the U.S. These are the Dewey Decimal System and the Library of Congress (or LC) System.

16. COPYRIGHT DATE - the year in which the author applies to the Library of Congress for a copyright on his book. A copyright, like a patent, insures the author against theft of his book or his ideas.

17. DEWEY DECIMAL CLASSIFICATION SYSTEM - a system for classifying books which was developed by Melvil Dewey in the 1870's. Dewey divided human knowledge into 10 main classes, with further decimal division, using a notation of numbers. (See definition for Call Number).

18. DICTIONARY CATALOG - all entries in the catalog, author, title, and subject are arranged in one alphabetical sequence.

19. DIVIDED CATALOG - the author and title entries are arranged alphabetically in one catalog, the subject entries are arranged alphabetically in another.

20. EDITION - the total number of copies of a book printed from one set of type. A revised or new edition indicates that the text has been changed or new material added. The new edition will have a new copyright date.

21. ENTRY - the record of an item in the catalog or a list. Catalog entries are usually typed on cards and filed into drawers, thus creating a card catalog. A card catalog has advantage of being easily updated, as entries for new books are simply interfiled. Some libraries, especially those with access to a computer now use book catalogs.

22. FOLIO - a book exceeding 12" x 19"

23. GLOSSARY - a list of technical words on a subject, with definitions.

24. HOLDINGS - the books, periodicals and other materials held by the library in its collection.

25. INDEX - v. to list, indicate
- in a book, an alphabetical list including all or nearly all items, topics or names, covered in a book
- a tool, usually a book, which lists the topics and locations of articles in magazines or books.

26. LIBRARY OF CONGRESS - the principal library of the U.S. which is located in Washington, D.C. Most items published in the U.S. are collected in this library. The Library of Congress also provides services to other libraries, such as publication of subject heading lists and printing and selling of catalog cards.

27. LIBRARY OF CONGRESS CLASSIFICATION SYSTEM - a system for the classification of books developed by the Library of Congress. This system which uses both letters and numbers is much broader than the Dewey Decimal System so it is favored for larger library collections, such as those in a college or university. (See definition of Call Number).

28. MICROFILM - a photographic reproduction of printed material produced on a roll of film. This film must be viewed on a projector called a microfilm reader. A microfilm reader which also prints copies of the filmed material is called a microfilm reader-printer.

29. PAMPHLET - a publication which usually deals with a single subject and consists of only a few pages bound or stapled together within paper covers.

30. PUBLISHER - the company responsible for the printing and sale of an author's work.

31. PUBLICATION DATE - the year a book comes off the press and is offered for sale. This date is usually the same as the copyright date, but occasionally the copyright date is earlier. Publication date is usually listed on the book's title page.

32. REFERENCE BOOK - a book designed to be consulted for specific facts rather than to be read through.

33. STACKS - a series of bookcases, usually double faced, arranged in a room or in a section of a library for compact storage of the principal book collection in the library.

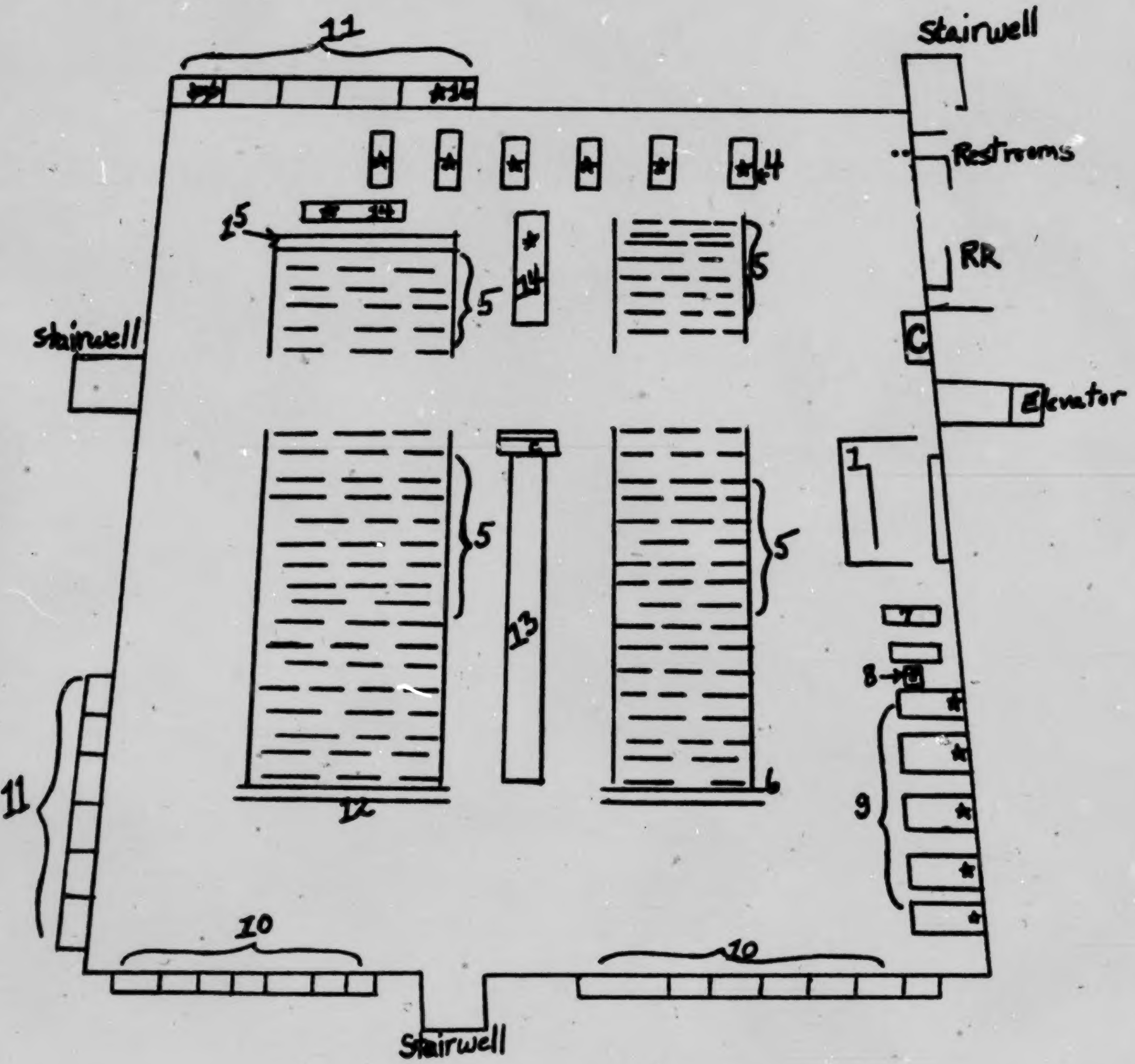
34. TABLE OF CONTENTS - a list of sections, chapters, and other parts of a book with reference to pages in which they begin; an outline of a book's contents generally in the front part of the book.

35. TEXT - the main body of a book as differentiated from notes, appendix, preliminaries, index, etc.

36. TITLE PAGE - the first important page in a book. Information given there usually includes: author's name (or editor's name), title, edition if there is one, and the publisher and place published. The back of the title page, or verso, usually has the copyright date.

IV. MAPS - ST. MARY'S UNIVERSITY ACADEMIC LIBRARY

1st Floor


11
14
14
Stairwell
Restrooms
4
15
14
14
5
5
RR
stairwell
C
Elevator
1
5
5
13
7
8
12
6
11
9
10
10
Stairwell

1st Floor

First (1st) Floor Checklist

1. Student Access Area Desk. The location for checking out all non-print media, or getting help with periodical problems.

C. Photocopier

.. Water Fountain

4. Media equipment

5. Periodicals in alphabetical order by title.

6. Current periodicals range

7. Record bins

8. Wang computer

9. Phonograph players

10. Typing rooms

11. Group study rooms

12. Newspaper rack

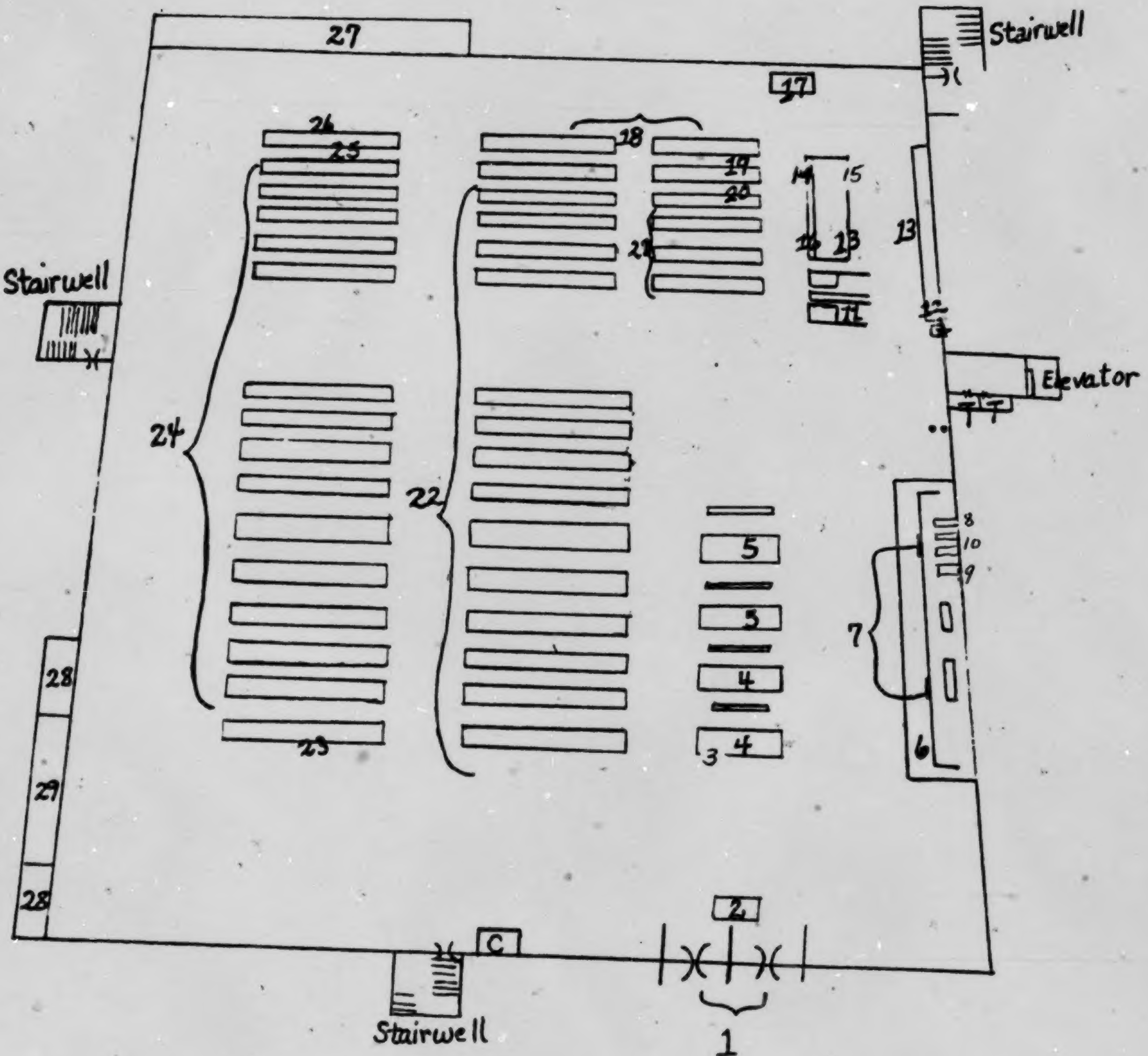
13. Microfilm files

14. Microfiche files

15. Texas Curriculum Collection

16. TV

2nd Floor


27
Stairwell
17
18
26
25
19
20
21
14
15
16
13
13
11
12
Stairwell
Elevator
24
22
5
5
4
3
4
8
10
9
7
6
28
29
28
23
2
C
Stairwell
1

2nd Floor

SECOND (2nd) FLOOR CHECKLIST

1. There is only one entrance-exit to the Academic Library which is on the 2nd floor of the library.

2. Checkpoint - A custodian is stationed here to check all students' books, attache cases, etc. Only books with validated circulation stamped due-date may be taken from the library.

3. Audio-visual section of catalog. Here are found by format the audio-visual materials the library holds. Each format has both an "author-title" and "subject" catalog section.

4. Author-title catalog; card catalog of all books, some periodicals, some microforms and government document items entered by author and title.

5. Subject catalog - card catalog of all books, some periodicals, some microforms and document items entered by Library of Congress subject headings.

6. Circulation counter - Come to this counter if you need to check out books, to request reserve item (print materials), to request items on permanent reserve (e.g. Buros' Mental Measurement Yearbook).

7. Circulation area where machines are located which are used in check-out of materials to students and faculty.

8. Permanent reserve shelving.

9. Shelving for materials ON HOLD for students and faculty. - held for 3 days only.

10. Reserve shelves - Items requested for semester reserve by faculty are found here.

11. Reference desk - Librarians on duty at these desks are ready to assist you in interpreting sources, instructing you in use of all library resources, and filling your information needs.

12. Bibliographic tools such as Books in Print, CORAL Union List of Monographs, Texas Numeric Register, etc. are shelved here. A microfiche reader is available for use with the sources in microformat.

13. Periodical indexes and copies of the CORAL Union List of Periodicals and the St. Mary's Academic Library Periodicals Holdings List can be found here.

14. Located in this area are the indexes to government documents.

15. Additional indexes such as the ERIC Resources in Education and the MLA Bibliography - can be consulted in this area.

16. Directories of newspapers and magazines on the state, national, and international level such as the Texas List, Ayer's Magazines for Libraries, and Ulrichs'.

17. Atlas stand and map file.

18. NUC or National Union Catalog - Library of Congress

19. Publishers' catalogs, college catalogs, corporation reports, misc.

20. St. Mary's masters' theses.

21. Circulating Z section (Z = Bibliography).

22. Reference (Ref) materials.

23. Display area for new and/or unusual additions.

24. U.S. Government documents.

25. Texas state documents.

26. Local (San Antonio; Alamo Area Council of Governments; etc.) documents.

27. Library instruction/lecture room.

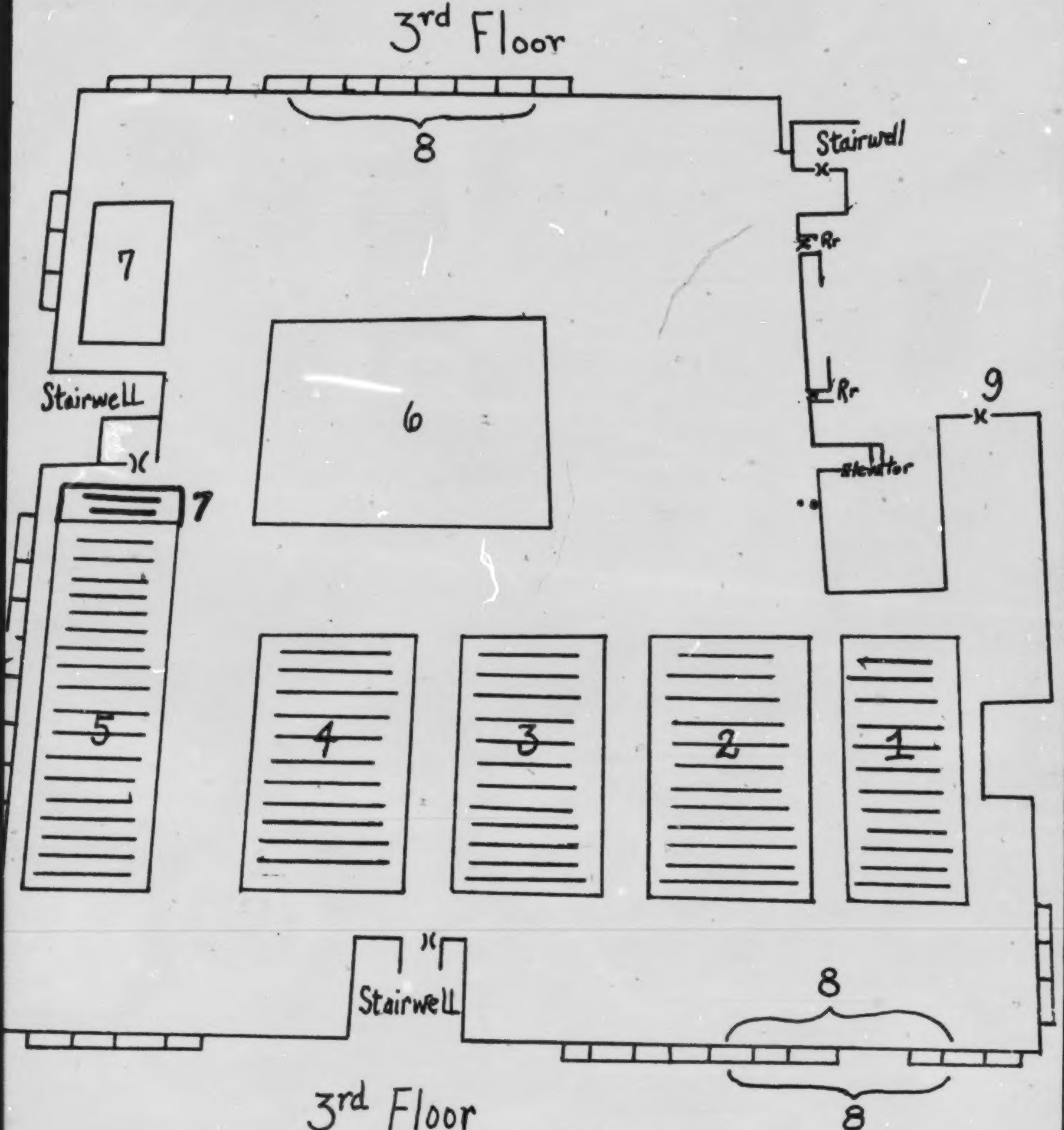
28. Typing rooms.

29. Display/lecture room.

T. Public telephone

C. Photocopy machines

•• Water fountains


3rd Floor
Stairwell
Rr
Rr
Stairwell
Elevator
Stairwell
3rd Floor

THIRD (3rd) FLOOR CHECKLIST

1. Circulating books by LC Classification A through DX - Theology, Philosophy, and History

2. Circulating books E through HF - American History, Geography and Social Sciences

3. Circulating books HM- NX- Social Sciences, Political Science, Law, Education, Music and Fine Arts.

4. Circulating books P - PR - Language and Literature

5. Circulating books PS - V.

6. Smoke Study Room

7. Circulating Books by Dewey classification - 000 - 999; also Fiction and Society of Mary Collection.

8. Reserve Carrels for graduate research or special projects.

9. Special collections and Archives

•• Water fountain

UNIT II: THE CARD CATALOG

I. THE CARD CATALOG

  A. Unit Objectives

  B. Organization

  C. Function

II. THE CATALOG CARD

III. THE CARD CATALOG/AUTHOR TITLE CATALOG

  A. Entry/Main Entry

  B. Filing Arrangements in the Author/Title Catalog

IV. THE CARD CATALOG/SUBJECT HEADINGS LIST

  A. The Subject Headings List

  B. Filing Arrangements in the Subject Card Catalog

* READINGS: GATES: Chapter 4, reread "Classification", especially pp. 41-44, 48-58

Chapter 5, "The Card Catalog".

* A-V assignment: Classification and the Card Catalog [Filmstrip]. 37 frames. McGraw-Hill, 1976. (On Reserve at Student Access Area)

I. THE CARD CATALOG

A. UNIT OBJECTIVES

This unit and the assignments will hopefully help you to achieve the following:

1. to become familiar with classification systems as an aid in the use of libraries.

* Complete before proceeding to read Handbook unit.

2. to develop a knowledge of the purpose of the card catalog, the meaning for the student of each item of information on the catalog card, and the ways in which he can use this information.

B. ORGANIZATION

There are two major ways in which library catalogs can be organized: as dictionary catalogs or as divided catalogs. A dictionary catalog is one in which all entries (authors, titles and subjects) are filed together in one continuous alphabet. A divided catalog is one in which the three types of catalog entries (author, title and subject) are separated in one or more ways, and in which these cards are then arranged alphabetically into two or three different catalogs.

Most libraries have card catalogs. Each entry is reproduced on a three by five card. These can then be organized into a dictionary or divided catalog. Some libraries, using computers and photo-copying machines, print their catalog in book form.

St. Mary's University has a divided card catalog. One section of the catalog has all author and title cards; the other section contains all subject cards.

C. FUNCTIONS OF THE CARD CATALOG

A card catalog is the most comprehensive index to the cataloged materials contained in a library system. Consider the many ways in which a card catalog may be used:

1. As a list of every cataloged book in the library system. At St. Mary's in the main card catalog, you will find the following. . .

   Academic Library books are listed by author, title, subject*

2. As a source of the location of all material available in the library system.

   This includes special locations within the main library building, such as Special Collections and Reference.

---

* Subject cards are not made for every book that is listed in the catalog. Works of fiction, poetry and drama are not normally given subject headings.

3. As a source of cross references so that the user may be guided from names, titles and subjects not being used.

4. As a description of each cataloged item sufficiently detailed so that the user can often read the catalog cards and learn enough about the items to decide whether or not the book is worth looking at. (See Section II - THE CATALOG CARD).

a few things that the card catalog cannot do . . .

It is equally important to know what a card catalog does not do:

1. It does not index individual articles that are printed in periodicals. (For such indexing, wait for Assignment 4).

2. It does not index most individual articles and essays collection in anthologies. (Assignment 4, "Essay and General Literature Index.")

3. It does not index all material on microcopy.

4. It does not index the contents of newspapers. (Assignment 4, Newspaper indexes).

II. CATALOG CARD

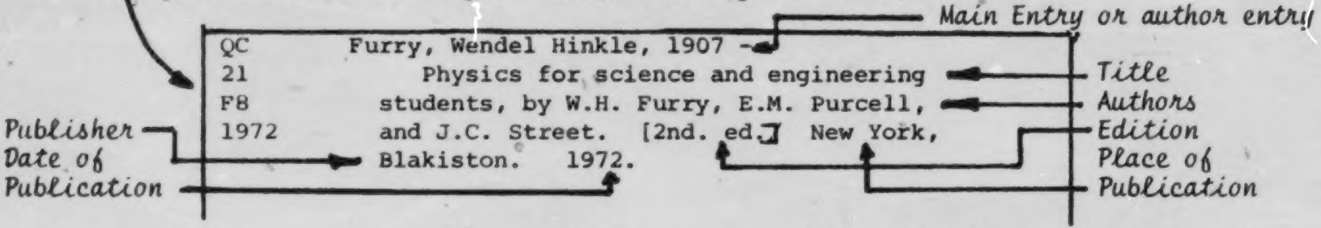
A catalog card is a concise, and often detailed, description of an item (usually a book) in a library collection.

Each catalog card contains as much information as seems useful to the potential users of the book being described.

A typical catalog card can be studied by dividing it into three sections:

THE TOP

The top section of the catalog card contains the call number, author, title, edition (if needed), and imprint (Imprint means place of publication, name of publisher, date of publication).



QC Furry, Wendel Hinkle, 1907 -
21 Physics for science and engineering
F8 students, by W.H. Furry, E.M. Purcell,
1972 and J.C. Street. [2nd. ed.] New York,
Blakiston. 1972.

Author:	a complete listing of all authors, editors, translators, or compilers. This follows the title when there are two or more persons who have contributed to the book.
Edition:	when more than one edition of a book is published, the edition is stated on the catalog card.
Imprint:	includes the place of publication, the publisher's name, the date (this is most important for indicating the timeliness of the content of the work.)

THE MIDDLE

xii, 585 p. illus. 26cm.

"A Wiley-Interscience publication"
Bibliography: p. 535-542.

The middle section of the card is reserved for the descriptive notes, which include the collation (number of pages, number of volumes) and the physical description, such as size (given in centimeters), illustrations, maps, tables, portraits, plates, graphs, and series notes.

Additional notes may further describe the book: listing of contents, and very importantly, bibliography.

THE BOTTOM

The bottom section of the card is helpful as a source of additional subject headings.

On most catalog cards there are tracings listed near the bottom or on the back of the card. These tracings show the headings under which a card will be filed for the book. Students can use tracings to develop a list of subject headings.

EXAMPLE:

> 1. Steel alloys - Welding. 2. Welded joints - Testing. I. Title. II. Series.

"Steel alloys - Welding" and "Welded joints - Testing" are subject headings and are preceded by Arabic numerals. "Title" and "Series" are preceded by Roman numerals and refer to cards filed in the author-title card catalog. The main entry or author card is not mentioned in the tracings, although it will be filed in the correct place in the author-title catalog.

ONE VARIATION FROM THE NORM

title main entry

Some books have no author listed. The title card becomes the main entry.

TR
9
F6
1965

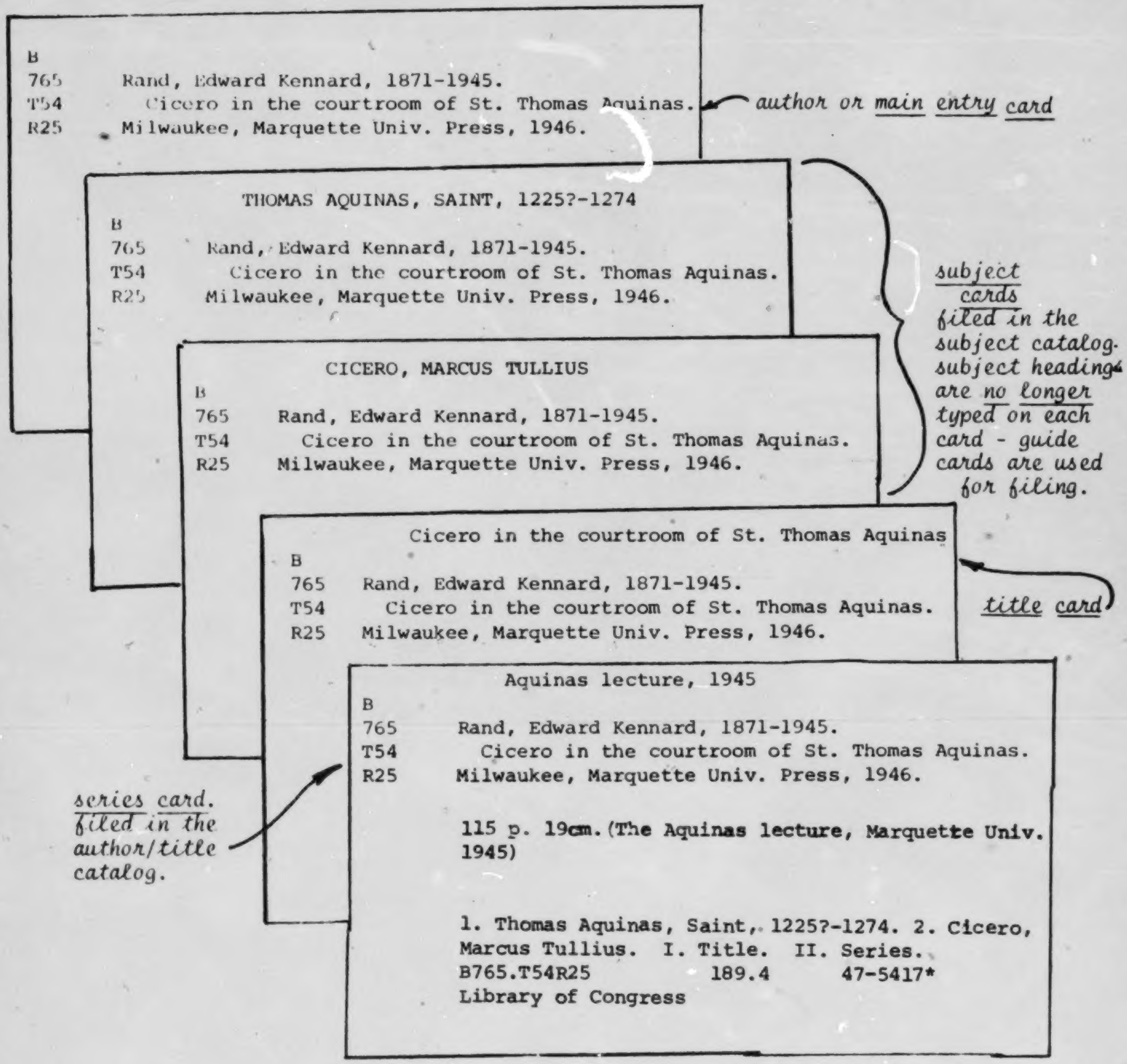
The Focal encyclopedia of photography. [Fully rev. ed.] London, New York, Focal Press [1965]

2 v. (xiviii, 1699p.) illus. (part col.) ports. 25cm.

1. Photography-Dictionaries.

THE "SET" OF CARDS

Once a basic card (main entry or author card) has been created for a book, a set is printed, all identical to the original. Headings are typed on the top of each card to be filed in the author/title catalog.



B
765 Rand, Edward Kennard, 1871-1945.
T54 Cicero in the courtroom of St. Thomas Aquinas.
R25 Milwaukee, Marquette Univ. Press, 1946.

author or main entry card

THOMAS AQUINAS, SAINT, 1225?-1274
B
765 Rand, Edward Kennard, 1871-1945.
T54 Cicero in the courtroom of St. Thomas Aquinas.
R25 Milwaukee, Marquette Univ. Press, 1946.

CICERO, MARCUS TULLIUS
B
765 Rand, Edward Kennard, 1871-1945.
T54 Cicero in the courtroom of St. Thomas Aquinas.
R25 Milwaukee, Marquette Univ. Press, 1946.

subject cards filed in the subject catalog. subject headings are no longer typed on each card - guide cards are used for filing.

Cicero in the courtroom of St. Thomas Aquinas
B
765 Rand, Edward Kennard, 1871-1945.
T54 Cicero in the courtroom of St. Thomas Aquinas.
R25 Milwaukee, Marquette Univ. Press, 1946.

title card

Aquinas lecture, 1945
B
765 Rand, Edward Kennard, 1871-1945.
T54 Cicero in the courtroom of St. Thomas Aquinas.
R25 Milwaukee, Marquette Univ. Press, 1946.

115 p. 19cm. (The Aquinas lecture, Marquette Univ. 1945)

1. Thomas Aquinas, Saint, 1225?-1274. 2. Cicero, Marcus Tullius. I. Title. II. Series.
B765.T54R25 189.4 47-5417*
Library of Congress

series card. filed in the author/title catalog.

III. THE AUTHOR/TITLE CATALOG

It would seem that the author/title card catalog would be a relatively simple piece of machinery, but the catalog is exceedingly complex. It has cross references linking variant spellings to correct spellings and old names to new names. The cards in it are organized by enough filing rules to fill a book. It is often difficult to establish who or what is the author of a book, because groups, such as universities and private companies, may be authors. Many books are listed by title only, because the author is unknown or because a publisher organized the efforts of many writers, as in an encyclopedia or magazine.

A. MAIN ENTRY

1. WHAT IS THE MAIN ENTRY?

Every card (subject, author, title, editor, etc.) for a book that appears in the card catalog can be called an "entry" since the book is entered in the catalog by the card. One card, usually the author card, is designated as the main entry for the item. It is the principal card for the book and serves the following functions:

a. Gives the most complete information known about an item that is cataloged.

b. For Reserve Books, only the main entry card will have a clear plastic sleeve on it with the direction: ON RESERVE.

The main entry card is usually the author card, although the title card is used when no author is identified (see examples on previous pages).

2. THE MAIN PROBLEM WITH MAIN ENTRIES - CORPORATE AUTHORSHIP

Normally, the main entry for printed material in catalogs is made under the author's last name; unfortunately, many books defy simple cataloging rules. Some of these fall into the category librarians label as corporate entries.

Obviously, only people can write books. Yet, when an individual or group of individuals creates a work under the auspices of a governmental body, an institution (like a university), or an association, the corporate body, rather than the individuals involved, gets credit for the work.

a. EXAMPLES OF CORPORATE ENTRIES

Governmental Bodies:

U.S. Congress. House.
U.S. Dept. of State
Texas. State Highway Dept.
San Antonio. Witte Memorial Museum.

Institutions:

Texas. University. Art Museum.
California. University. Archaeological Research Facility.

Associations:

American Psychological Association. Biography directory.
American Medical Association. Proceedings of the annual convention.

B. FILING ARRANGEMENTS IN THE AUTHOR/TITLE CATALOG

Languages were designed to be spoken and written; they were not designed to be filed, so when a million cards must be filed in a logical order - as in our main card catalog - some logical problems arise. To insure consistency, our filers rely on a book of filing rules that cover all of the variations and problems they will encounter in the average day of filing cards into the main card catalog. **The following are the most important of these rules:**

1. AUTHORS AND TITLES ARE ARRANGED ALPHABETICALLY WORD BY WORD

New art around the world
A new artist in town
New Zealander
The Newton theory

a. Ignore articles - a, an or the at the beginning of a title in any language; articles are not ignored in the middle of a title.

b. Entries beginning with the same word are filed together before entries which start with the same group of letters beginning a larger word.

West Hampton
West Virginia
West Yorktown
Western
Westley

Minute of life
Minutes of a murder
Minutes of all days
Minutes of anxiety
Minutes to death

By contrast, here is an example of a Letter by Letter filing sequence (Not Used):

Western
West Hampton
Westley
West Virginia
West Yorktown

2. PUNCTATION AND FILING ORDER

Titles are not affected by punctuation; ignore them.

A Dog's howl
Dogs: man's best friend
Dogs of Scotland
The Dogs' power of reasoning
Dogs, survivors of primitive cultures

Most hyphenated words are filed as if they were two words.

Land-forms of Egypt (Land is a word)
Land forms of India
Land zones

Prefixes are not filed as separate words. Filed as one word.

Co-operative (co is not a word)
Pre-historic (pre is not a word)

3. ABBREVIATIONS ARE FILED AS IF SPELLED OUT FULLY

Dr.	*Doctor*	*Mr.*	*Mister*
St.	*Saint*	*Mrs.*	*Mistress*
M'	*Mac*	*Ms.*	*Ms (it is not an abbreviation)*
Mc	*Mac*	*No.*	*Number*
Gt. Brit.	*Great Britain*	*U.S.*	*United States*

4. INITIALISM

Initialisms are filed at the front of the letter grouping. Each initial is treated like a full word, since it stands for a full word.

A A J C information exchange
A G A R D advisory report
A H E A bibliography on higher education
Aberg, Bertil

Exception: Some acronyms, like NATO (North Atlantic Treaty Organization) are so common that they are now considered to be words, not acronyms. They are filed as words, and not in the acronyms section at the beginning of the letter.

5. NUMERALS

Numerals in the titles of books are arranged as if spelled out in the language of the rest of the title.

101 Dalmatians	*One hundred one Dalmatians*
100,000,000 guinea pigs	*One hundred million guinea pigs*
No. 10 Downing Street	*Number ten Downing Street*
15 Contes de Victor Hugo	*Quinze Contes de Victor Hugo*

6. ELISIONS

Elisions are letters skipped in printing which have an apostrophe in their place to indicate the omission. Ignore the apostrophe and do not provide the missing letters.

Capone's gang *Who's who in America*

BASIC ARRANGEMENTS

1. BOOKS BY THE SAME AUTHOR

When the library owns more than one book by an author, the cards are sub-arranged by the titles of the books.

Faulkner, William.
As I lay dying.

Faulkner, William.
Light in August.

Faulkner, William.
The sound and the fury.

2. PEOPLE BEFORE PLACES. PLACES BEFORE TITLES.

Brown, Thomas	*(people come first)*
Brown, Alabama	*(places follow people)*
The brown bear	*(titles follow all personal names and places)*

or

California. Public Welfare Department.
California. University.
California bound

The Subject Section of the Main Card Catalog (hereafter called Subject Catalog) is at once simpler and more complex than the Author/Title Section. The filing arrangement is simpler. But using the catalog is more complicated because you get involved with trying to translate concepts, ideas, vague thoughts into the specific word or phrase used.

Books are listed in the subject card catalog by subject headings which describe, either partly or fully, the contents of the books. In the past subject headings were typed on the top of each card. **Now yellow plastic covered guide cards are used so that typists do not have to type on each card.**

All books do not have subject headings. Fiction, poetry and drama usually do not have subject cards.

A. THE L.C. SUBJECT HEADINGS

In order to be sure that the same word or words are used for the same topic each time it appears in the subject card catalog, we use a subject headings list. St. Mary's uses the Library of Congress Subject Headings.

The List contains headings that are currently used at L.C. (Library of Congress) Our catalogers use them whenever we have a book on a topic listed. Our catalogers can create new headings if we purchase a book on a topic not included in the List. Also, certain specific words are routinely omitted from the LC Subject Headings list to save space. These are:

proper nouns
names of places
many scientific terms
names of structures
names of groups
many religious terms

These can be used as subject headings. St. Mary's Subject Catalog has all of these types of headings.

uses of the L.C. Subject Headings List

While the List was designed for catalogers, it can be very useful to the researcher for the following reasons:

1. it will show you the words and phrases that will be used in the card catalog.

2. it will show you a variety of cross references and related words you can check.

How to use the Subject Headings List (on fiche)

1. Make a list of all the words and/or phrases that you can think of that are related to the topic you are researching.

2. Look up each word and/or phrase in the Subject Headings list on microfiche near the Reference Desk.

3. Note the related words listed before and after each word you look up. Do any of these related words seem more specifically suited to your topic? Do any of these words suggest additional places to look?

4. Continue to follow each lead until you feel satisfied that you have found all the useful, significant subject headings for your topic.

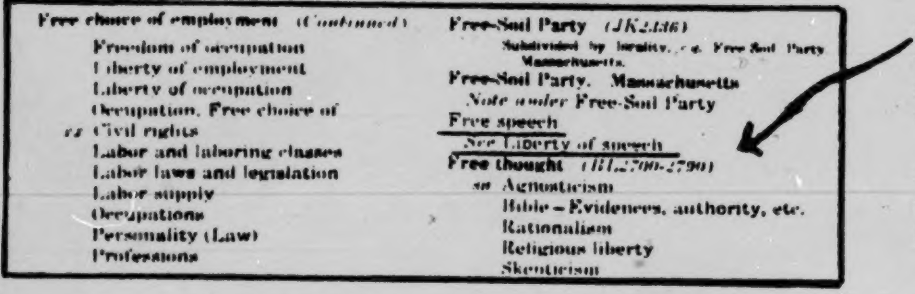
5. Using the final list of subject headings that you have compiled, move to the Subject Catalog and begin compiling your list of possible sources of information.

SAMPLE SUBJECT SEARCH

1. Go to the subject word list, Library of Congress Subject Headings, on fiche.

2. Look up the topic you are researching. Use the most specific term you can think of--in this case, look up free speech.

   You will find this:



Free choice of employment *(Continued)*
Freedom of occupation
Liberty of employment
Liberty of occupation
Occupation, Free choice of
xx Civil rights
Labor and laboring classes
Labor laws and legislation
Labor supply
Occupations
Personality (Law)
Professions

Free-Soil Party *(JK2336)*
Subdivided by locality, e.g. Free Soil Party Massachusetts.
Free-Soil Party. Massachusetts
Note under Free-Soil Party
Free speech
See Liberty of speech
Free thought *(BL2700-2790)*
sa Agnosticism
Bible—Evidences, authority, etc.
Rationalism
Religious liberty
Skepticism

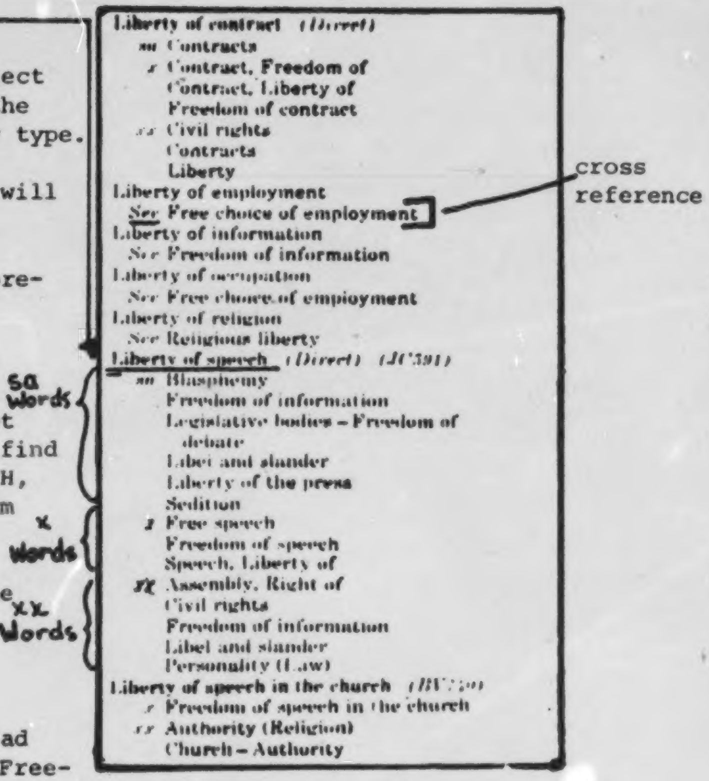
You learn that the term "Free speech" is not used in the catalog.

Instead, we will use LIBERTY OF SPEECH.

The words in the darker, heavy-face type are words that will be used as subject headings in the card catalog whenever we own books on the subject. Therefore, when there is a viable subject heading in the Subject Headings list, and there are no books listed under in the heading in the card catalog, you can assume that St. Mary's has no books on the subject.

3. Look up LIBERTY OF SPEECH

You will find this:



Liberty of contract (*Direct*)
sa Contracts
x Contract, Freedom of
Contract, Liberty of
Freedom of contract
xx Civil rights
Contracts
Liberty
Liberty of employment
See Free choice of employment
Liberty of information
See Freedom of information
Liberty of occupation
See Free choice of employment
Liberty of religion
See Religious liberty
Liberty of speech (*Direct*) (*JC591*)
sa Blasphemy
Freedom of information
Legislative bodies – Freedom of debate
Libel and slander
Liberty of the press
Sedition
x Free speech
Freedom of speech
Speech, Liberty of
xx Assembly, Right of
Civil rights
Freedom of information
Libel and slander
Personality (Law)
Liberty of speech in the church (*BV750*)
x Freedom of speech in the church
xx Authority (Religion)
Church – Authority

LIBERTY OF SPEECH is the subject heading that can be used in the card catalog. It is in heavy type.

Below LIBERTY OF SPEECH, you will find a list of other words.

The first group of words is preceded by the letters sa

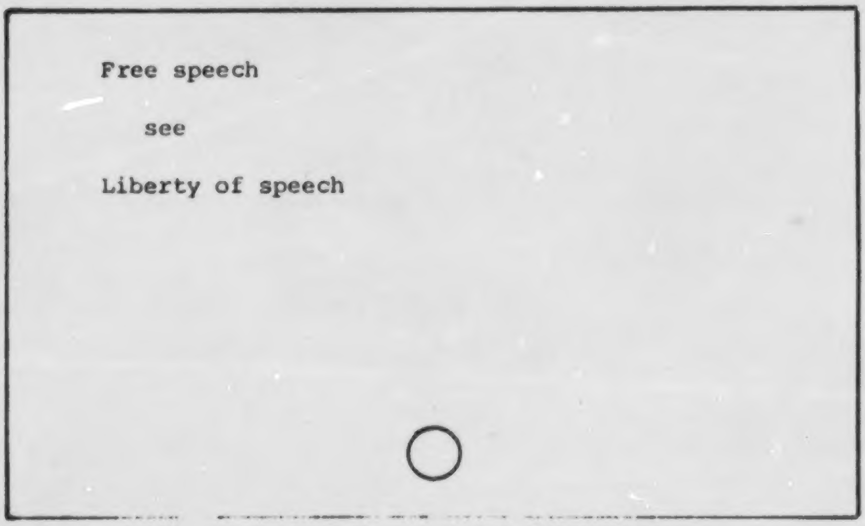
sa means see also

In other words, if you are not satisfied with the books you find listed under LIBERTY OF SPEECH, you could check each word from BLASPHEMY to SEDITION.

Below the word SEDITION is the letter x.

x means see.

In the card catalog, if you had looked up "Free speech" (or "Freedom of speech", or "Speech, Liberty of"), you would have found cards that look like this:



Free speech

see

Liberty of speech

Most x words are synonyms for the correct subject heading.

The final group of words under LIBERTY OF SPEECH is preceded by xx.

xx means see also

4. Having looked over the words given under LIBERTY OF SPEECH, make a list of those that you wish to look up in the Card Catalog. You have eleven possible headings listed as xx or sa under LIBERTY OF SPEECH.

5. Now, look up LIBERTY OF SPEECH in the subject section of the Card Catalog. You will find cards for 9 books on LIBERTY OF SPEECH and 13 books on LIBERTY OF SPEECH - U.S. (U.S. is a subheading)

Review:

1. Subject headings printed in bold faced type can be used in the subject card catalog.
2. x means see. Headings listed beside and under the x will not be used in the subject card catalog.
3. xx and sa mean see also. Headings listed beside and under these letters can be used, as needed, in the card catalog.

USING TRACINGS TO EXPAND YOUR LIST OF HEADINGS

In addition to using the LC Subject Heading list to build a list of viable headings, you can use the tracings found on most catalog cards to find more headings. Let's look at one of the books filed under LIBERTY OF SPEECH.

JC
591 Bosmajian, Haig A.
B686 The language of oppression / Haig A. Bosmajian. - Washington : Public Affairs Press, 1974
156 p. ; 23cm.

Includes bibliographical references.

1. Liberty of speech - United States. 2. Civil rights - United States. 3. Liberty of speech. I. Title.

133485 74-024984 MARCIVE

This book is also filed under CIVIL RIGHTS-U.S. You may wish to add this heading to your list, since there may be other books similar to this with the subject heading CIVIL RIGHTS--U.S.

The reason for checking tracings is hopefully clear. It will provide you with subject headings that you would not ordinarily find by using only the Subject Headings list. This is because some of the subject headings are not related to LIBERTY OF SPEECH as closely as those found in the Subject Headings list. The logic of a book may require subject headings quite remotely related to LIBERTY OF SPEECH.

SUBDIVISIONS OF HEADINGS

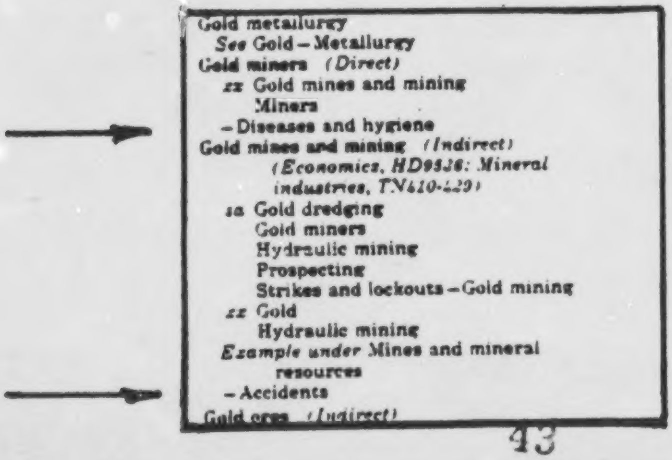
Many headings can be subdivided to make them more precise.

If you had looked in the subject card catalog under LIBERTY OF SPEECH you would have found the following headings.

Liberty of speech ← this first group contains general books

Liberty of speech - U.S.

Some unique subdivisions are listed in the Subject Headings list under the main heading.



Gold metallurgy
See Gold – Metallurgy
Gold miners *(Direct)*
xx Gold mines and mining
Miners
– Diseases and hygiene
Gold mines and mining *(Indirect)*
(Economics, HD9536: Mineral industries, TN610-429)
sa Gold dredging
Gold miners
Hydraulic mining
Prospecting
Strikes and lockouts – Gold mining
xx Gold
Hydraulic mining
Example under Mines and mineral resources
– Accidents
Gold ores *(Indirect)*

standard subdivisions

To avoid repetition, most subdivisions are not put in the list. Standard subdivisions fall into four basic categories.

form (type of book)

- Abstracts
- Bibliography
- Dictionaries
- Handbooks, manuals, etc.
- Indexes
- Periodicals

topical (content of book)

- Description and travel
- Economic relations
- Foreign relations
- History
- Politics and government

time periods

Example: American literature - Colonial period
American literature - Revolutionary period
American literature - 19th century
American literature - 20th century

geographical divisions

Example: American literature - Boston
American literature - California

B. FILING ARRANGEMENTS IN THE SUBJECT SIDE OF THE CARD CATALOG.

1. PEOPLE BEFORE PLACES

Ireland, William Henry (he is the subject of the book, not the author)

Ireland - Description and travel

2. DASHES COME BEFORE PERIODS

California - Bibliography
California - Description of Education
California. Department of Education

3. PARENTHESES FOLLOW DASHES AND PERIODS

   California (Province)

4. INVERTED HEADINGS COME NEXT

   California, Northern

5. PHRASES COME LAST

   California condor

6. PERIOD OR TIME SUBDIVISIONS ARE FILED CHRONOLOGICALLY, NOT ALPHABETICALLY

   American literature - Nineteenth century
   American literature - 1861-1890
   American literature - Twentieth century
   American literature - 1918-1939
   American literature - 1920-1929

Examples of subject filing order

Education	*alphabetically arranged by the first word in the subdivision*
Education-Abbreviations	
Education-Aims and objectives	
Education-Bibliography	
Education-Underdeveloped areas	
Education-Early works to 1800	*chronologically arranged*
Education-1965	
Education-Africa	*geographical regions arranged alphabetically*
Education-Zambia	
Education, Agricultural	*inverted heading*
Education and anthropology	*phrases*
Education of adults	
Educational acceleration	*new letter added*

UNIT III: REFERENCE WORKS

I. UNIT OBJECTIVES

II. REFERENCE WORKS

(Assignments: 1. Reading: Gates, Chapter 6, p.75-81; 2. A-V Materials: *Reference Materials* [Filmstrip]. McGraw-Hill, 1976. 35 frames. *Reference Collection* [Filmstrip]. Library Filmstrip Center, 1976. 52 frames and 1 cassette. 16 min.)

A. General Guides to Reference Works

B. Evaluation of Reference Works

III. TYPES OF REFERENCE WORKS

(Assignments: 1. Reading: Gates, Chapter 7, p.82-91; 2. A-V Materials: *Dictionaries* [Filmstrip]. McGraw-Hill, 1976. 33 frames.)

A. Dictionaries

  1. General - English Language

  2. Specialized

  3. Foreign Languages

  4. Subject

B. Encyclopedias (Reading: Gates, Chapter 8, p.92-98)

  1. General

  2. Subject

C. Atlases, Gazetteers (Reading: Gates, Chapter 11, p.125-130, Chapter 12, p.131-136)

D. Yearbooks, Almanacs

E. Directories

F. Biographies (Reading: Gates, Chapter 10, p.114-124)

G. Specialized Indexes

  1. Quotations

2. Poetry

3. Short Stories

4. Drama

H. Handbooks

I. UNIT OBJECTIVES

This unit and the assignments will hopefully help you to achieve the following:

A. to become familiar with the major reference books both general and specialized: what they are and how to use them.

B. to increase the student's ability to decide upon the kinds of books and materials which are needed to answer a given question or to develop a given subject.

C. to develop an understanding of the importance of using a variety of sources.

II. REFERENCE WORKS

A general reference work is one which gives information on a topic, a theme, an event, a person, a date, a place, or a word. It is broad in its coverage of material and provides specific data. The facts are usually brought together from a vast number of sources and arranged for convenient and rapid use. (NOTE: When using materials that are listed, please use them and replace them promptly and accurately.)

A. GUIDE TO REFERENCE BOOKS

Ref
Z
1035.1
S43
1975

Sheehy, Eugene P.
Guide to reference books. 9th ed. Chicago, American Library Association, 1976.

This guide contains an evaluative list of selected reference books, English and foreign; it compares their value under major headings: General Reference Works; the Humanities, Social Sciences; History and Area Studies; and Pure and Applied Sciences. Each group is subdivided by specific type of work, by subject, and/or by country.

B. EVALUATION OF REFERENCE WORKS

One of the most useful skills you can acquire from a course on library research is the ability to evaluate books - to decide when and how to use them.

When you approach a book you should first consider its coverage including:

1. what it includes and what it excludes.
2. the type of information it gives about each topic covered.
3. the years it covers (chronological coverage).
4. the comprehensiveness or depth of the information covered.

You should also look for the best method of using the book including:

1. its overall arrangement - classified, alphabetical, chronological, etc.
2. its indexes. Can the information be located by subject, by area, by author, or title?

You should attempt to determine about the books you examine:

1. is the source authoritative, as with "signed" articles?

2. is the information accurate, timely, and up-to-date?

Aside from examining the book yourself - which is usually the best way to learn about it - you can learn when and how to use it by reading its preface and by referring to guides to reference books, such as Sheehy.

III. TYPES OF REFERENCE WORKS

A. DICTIONARIES

1. General Dictionaries

A general dictionary is a reference book containing words alphabetically arranged along with information about their forms, pronunciations, function, etymologies, meanings and syntactical and idiomatic uses.

Ref PE 1625 W36	Webster's third new international dictionary of the English languages. (Located on Dictionary Stands on each floor)

This is an unabridged dictionary of 450,000 words, emphasizing modern usage. Its special strength is scientific terms. It has been considered unconventional because it describes the language as it is used. Includes many terms regarded as colloquial and incorrect. Regardless of the varying opinions, this dictionary is a comprehensive work.

Ref
PE
1625
M7
1933

Oxford English dictionary or the New English dictionary on historical principles.

The most authoritative dictionary of the English language. Its purpose is to give the history of all words used in the language until 1933. It shows how each word came into the language and the changes in spelling and meaning that have occurred.

St. Mary's owns the 12-volume, 1933 edition which has on the spine Oxford English Dictionary. It is the same as the original New English Dictionary described in Sheehy. Both dictionary sets are referred to as the O.E.D. by instructors. The O.E.D. is currently being updated with supplements.

2. Specialized Dictionaries

Ref
PE
3729
U5
W4

Wentworth, Harold.
Dictionary of American slang.

An entire listing and explanation of American slang, including rhyming terms, Afro-American slang, pig latin and lists of suffixes like -nik (beatnik, folknik) and prefix words like soul- (soul brother, soul music), etc.

Ref
PE
1591
R732

Roget's International Thesaurus, 3d ed., 1962.

Arranged by categories classified according to the idea or signification of a word with an alphabetical word index referring to the category.

Ref
P
365
G3
1973

Acronyms and initialisms dictionary.

This work is arranged alphabetically by acronym or initialism and provides names or phrases for 103,000 items. (Use 4th edition.)

3. Foreign Language Dictionaries

Dictionaries equivalent to Webster's and the O.E.D. exist for most European languages; however, most students are interested in bilingual dictionaries. These can be easily found in the Subject card catalog under the heading:

ENGLISH LANGUAGE - DICTIONARIES - NAME OF FOREIGN LANGUAGE

or

FRENCH LANGUAGE - DICTIONARIES - ENGLISH
(or any other language)

4. Subject Dictionaries

Subject dictionaries contain words about particular subjects - such as biology, theology, history, chemistry, etc. They are filed by subject in the card catalogs.

EXAMPLE: SUBJECT HEADING IN THE CARD CATALOG:

CHEMISTRY - DICTIONARIES

Ref QD 5 C5 1971	The condensed chemical dictionary. Rev. by Gessner G. Hawley. 8th ed, 1971.

B. ENCYCLOPEDIAS

1. General Encyclopedias

A general encyclopedia gives an overview of all subjects, including definition, background, and bibliography. Gates gives an excellent brief description of the origin of today's outstanding encyclopedias. In the Reference Area you will find copies of major U.S. and foreign encyclopedia sets. Be sure to read Gates, pp. 95-97, before you write an annotation for any encyclopedia set for your term project.

Ref AE 5 E363 1974	Encyclopedia Britannica. The oldest, largest, and most famous of modern encyclopedias. It is especially strong in art, history, politics and the biological sciences. It is probably the most comprehensive of all encyclopedias, but use of the index is essential to locate smaller topics within a subject. The latest edition has been extensively revised. The "Ready Reference and Index" provides access to the larger set. It is supplemented by annual yearbooks.

Ref AE 5 E333 1973	Encyclopedia Americana. One of the best and most dependable of general encyclopedias. The articles are generally short, except for major subjects. There is an emphasis on modern scientific and technological developments. It has an index volume and is supplemented by annual yearbooks.

2. Subject Encyclopedias

Subject encyclopedias deal with specific subject areas. The four listed here are outstanding scholarly examples. Others will be found in the Reference Area.

Ref H 40 A2 I5	International encyclopedia of the social sciences. 16 volumes. This set was designed to supplement the Encyclopedia of the social sciences, published in 1930. The emphasis is on social sciences in the Sixties. The topical signed articles are devoted to the theory, methodology, concepts, and principles for various disciplines. There is an index volume.
Ref Q 121 M3 1971	McGraw-Hill encyclopedia of science and technology. 15 volumes. This set covers all natural sciences, and such applied technologies as engineering, agriculture, forestry, industrial biology and food. It is supplemented by the McGraw-Hill yearbook of science and technology.
Ref N 31 E533	Encyclopedia of world art. 15 volumes This work provides articles on architecture, sculpture, painting, and other arts by specialists from many countries. All articles are amply illustrated. An index volume is included.
Ref LB 15 E47	Encyclopedia of education. 10 volumes. This work is a comprehensive survey of American education. All authors are identified and each article has a bibliography. The set has a separate index volume.

C. ATLASES & GAZETTEERS

1. Atlases

An atlas contains maps, plates or charts. It may have explanatory text. Some atlases are kept in the atlas case on the west end of the 2nd floor. Others are located in the Reference Area under "Ref".

G

Ref 912 T414	The Times, London. *The Times atlas of the world*. 5 vols. This international atlas is outstanding for its coverage, accuracy, and handsome format. It reflects recent changes, such as political boundaries and names. It also includes thematic maps of the world's food, mineral, and energy resources. (In Atlas Case, 2nd floor)
Ref HF 1023 R3	Rand McNally and Company. *Rand McNally commerical atlas and marketing guide*. This atlas has maps with general information on America and detailed commercial information in individual state maps. It includes transportation maps showing mileage and driving times, railroad and airline information, etc. This is primarily an American atlas. It is issued annually. (In Atlas Case, 2nd floor)

2. Gazetteers

Most gazetteers are dictionaries of places. They usually give geographical facts like latitude, longitude, population, etc.

Ref G 103 W45 1972	*Webster's new geographical dictionary*. This work identifies countries, regions, cities and natural features of the world.
Ref G 103 L7 1952	*Columbia Lippincott Gazetteer of the World*. Lists in one alphabet, the places of the world, both political subdivisions and geographic features, giving variant spellings, pronunciation, and other pertinent facts.

D. YEARBOOKS & ALMANACS

1. Yearbooks

While encyclopedia yearbooks attempt to summarize all important events of the year, most yearbooks focus on the statistics or facts in a *specific* discipline.

Ref JA 51 S7	*The Statesman's year-book*. This concise tool provides statistical information and reliable facts on constitution, government, employment, finance, commerce, religion, education, etc., for all the countries of the world.

Ref JX 1904 A42	*Yearbook of international organizations*. current volume. A comprehensive work, giving a general survey and detailed information about international organizations, currently active.

2. Almanacs

Historically almanacs printed astronomical and meteorological predictions, and data for farmers and mariners. The *Old Farmer's Almanac* had been publishing annual weather predictions for farmers for over 150 years. However, today most almanacs are compendiums of statistical data designed to answer simple reference questions.

Ref AY 311 G3 T5	*Texas almanac and state industrial guide*. 1976-77 ed. Not all states have an almanac. The Texas Almanac is published every *two* years by the *Dallas Morning News*. Covers only Texas information, current and past.
Ref AY 67 N5 W7	*The world almanac and book of facts*. This is one of the most reliable of American almanacs. It is frequently useful for miscellaneous information. It contains statistics in social, industrial, political, and financial areas. There is an alphabetical index at the front of each volume.

E. DIRECTORIES

A directory lists the names and addresses of persons, organizations or institutions. Other pertinent information may be given.

Ref HS 17 G332	*Encyclopedia of associations*. Volume One of this set lists national associations of the United States: business, governmental, scientific, educational, labor, etc., by classification. Volume Two has geographic-executive index and Volume Three lists new associations and projects. Annual.
Ref LA 2311 C32	*Directory of American Scholars*. 6th ed., 1974. The 6th edition is published in 4v.: v.1, History; v.2, English, Speech, and Drama; v.3, Foreign languages - modern and classical, Linguistics and Philology; v.4, Philosophy, Religion, and Law. Includes sketches of proven scholars in these fields. It is a reliable and current source of information.

Ref LA 226 C685	*The college blue book.* This source gives directory and statistical information, much in tabular form, on American two-year and four-year colleges. Information can be sought by college, major, state, etc. 4 volume set.
Ref L 901 P46 1976	*Peterson's annual guide to graduate and undergraduate study.* 6 volumes. 1976. This guide provides directory and statistical information on American colleges and universities, emphasizing graduate study.

F. BIOGRAPHIES

A biography is the written history of a person's life.

1. Universal Biographies

A universal biography is not limited to any state, country or profession.

Ref CT 103 W4 1972	*Webster's biographical dictionary.* An international biographical compilation of living and dead persons.
Ref CT 100 C8	*Current biography.* This source contains lengthy narrative discussions of persons prominent in the news, national and international. Each article includes a photograph and appended references. It is issued monthly and cumulated annually.
Index Area	*Biography index.* This is a quarterly, cumulative index to biographical material in both books and magazines. Each issue contains a useful index by professions and occupations.

2. National or Regional Biographies

A national or regional biography is limited in coverage to particular countries or regions, but includes persons of all professions and occupations.

Ref E 663 W56	*Who's who in America.* This annual source provides *brief* biographical data about living persons.

Ref DA 28 D55	Dictionary of national biography. (DNB) This multivolume set includes persons prominent in British history. Lengthy narrative articles are signed and followed by bibliographies. DNB is noted for its scholarly articles and its objectivity.
Ref E 176 D56	Dictionary of American biography. (DAB) This is the American counterpart to DNB. It includes only famous Americans of the past. The index lists persons prominent in various occupations.

3. Professional or Occupational Biographies

A professional or occupational biography is limited to persons in specific professions or occupations, such as education or physics.

G. SPECIALIZED INDEXES

Short literary works, such as poems, plays and short stories, are usually published in collections or anthologies. Each item will not be listed in our card catalog. Consequently, in order to find a poem, short story, or play you will probably follow a two step search:

1. Use a specialized index to get the name of a collection containing the poem, play or short story.
2. Check author/Title card catalog to see if St. Mary's owns the collection.

Specialized indexes can also be used to identify quotations and poems.

Ref PN 6081 B27 1968	Barlett, John. Familiar quotations. This standard collection is arranged chronologically by authors quoted, and it has a keyword index.
Ref PN 1021 G7	Granger, Edith. Granger's index to poetry. This work indexes individual poems in collections of poetry. It has three indexes: one by author, a subject index, and a title and first line index.
Ref Z 5917 S5 C6	Cook, Dorothy Elizabeth. Short story index. 5 volumes. This indexes short stories in collections by author, title, and, sometimes, subject.

Ref Z 5781 O8 1976	Ottemiller, John Henry. Index to plays in collections. This work indexes plays located in collections published in the United States and Great Britain.

H. HANDBOOKS

Handbooks are usually one-volume, concise reference books covering a specific field of knowledge.

Ref QD 65 H3	CRC handbook of chemistry and physics. This concise handbook contains statistical mathematical and scientific tables. Section "A" is devoted to mathematical tables in logarithms, sines, cosines, etc. Section "B" is devoted to the elements and inorganic compounds; Section "C", organic compounds; Section "D", general chemical tables; Section "E", miscellaneous tables.

UNIT IV: SERIALS, ETC.

I. UNIT OBJECTIVES

II. SERIALS

- A. St. Mary's Periodicals List and the CORAL Union List
- B. Abbreviations

III. INDEXES AND ABSTRACTS

(Assignments: 1. Reading: Gates, Chapter 9, p. 98-109; and Chapter 13; 2. A-V Materials: Indexes [Filmstrip]. Library Filmstrip Center, 1976. 59 frames and 1 cassette. 20 min. Readers' Guide Ready Reference [Filmstrip]. Library Filmstrip Center, 1976. 45 frames and 1 cassette. 10:38 min.)

- A. Indexes
- B. Abstracts
- C. List of Indexes and Abstracts

IV. BIBLIOGRAPHIES

- A. General Bibliographic Sources
- B. Subject Bibliographies
- C. Reference Guides and Handbooks
- D. Trade Catalogs
- E. Dissertations

I. *UNIT OBJECTIVES*

This unit and the assignments will hopefully help you to achieve the following:

A. to develop skill in searching for materials beyond the catalog.

B. to develop skill in the use of printed bibliographies.

C. to develop an understanding of the importance of using a variety of sources.

II. SERIALS

Two of the most important sources of information in an academic library are the periodicals and newspapers. A periodical is a serial appearing or intended to appear indefinitely at regular or stated intervals, and each issue normally contains separate articles, stories, or other writings. The words periodicals, serials, magazines, and journals are used almost interchangeably. Strictly speaking, magazines are popular, general interest periodicals. Journals are periodicals which publish scholarly or professional literature.

Periodicals and newspapers contain the latest information on many subjects. If the subject under investigation has only recently become newsworthy, they may be your only source of information. They are also useful for finding contemporary opinions and theories on past events. Older periodicals and newspapers can be used to gain historical information and perspective on a topic.

The academic library subscribes to several hundred periodicals covering a wide range of interests. Current issues of selected titles are displayed in alphabetical order on slanted shelves on the first floor. Bound volumes and other older issues are arranged in alphabetical order nearby. Periodicals cannot be checked out, but may be used anywhere in the library. Photocopy machines are available on the first and second floors.

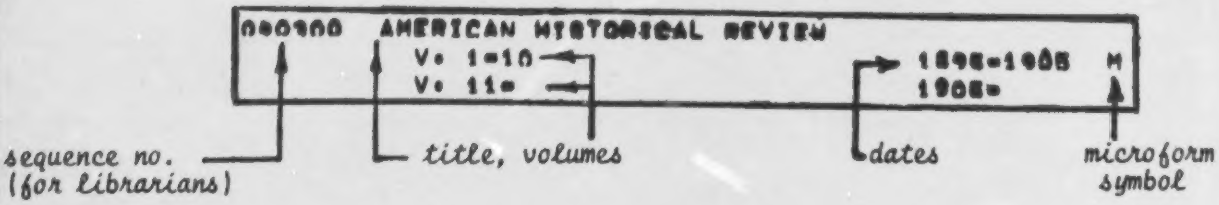
A. ST. MARY'S PERIODICALS LIST AND CORAL UNION LIST

1. Although some serials are in the card catalog by title, the easiest way to determine if St. Mary's Academic Library owns a periodical title is to use the St. Mary's Periodicals List. This list is a computer printout and is updated annually.

   Serials are arranged alphabetically by the first word in the title.

   Copies of the St. Mary's Periodicals List are near the Reference Desk, Index Area, and on the first floor.

A typical entry . . .



Dashes (-) after a date mean that the subscription continues to the present date.

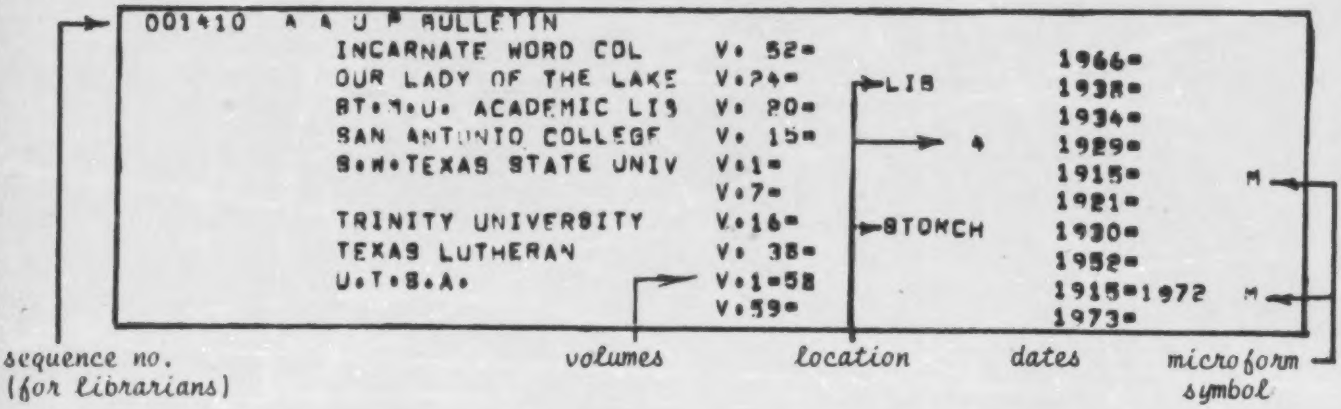
2. Union List of Periodicals in the Larger Libraries in the San Antonio Area (known as CORAL Union List). This list is published annually in computer printout form and lists the serials held in fourteen major area libraries.

   Serials are arranged alphabetically by the first word in the title.

   Copies of the CORAL Union List are near the Reference Desk and on the first floor.

   St. Mary's faculty and students have access to all the titles listed.

A typical entry . . .



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001410  A A U P BULLETIN
          INCARNATE WORD COL        V. 52-              1966-
          OUR LADY OF THE LAKE      V.24-     LIB       1938-
          ST.M.U. ACADEMIC LIB      V. 20-              1934-
          SAN ANTONIO COLLEGE       V. 15-     4        1929-
          S.W.TEXAS STATE UNIV      V.1-                1915-      M
                                    V.7-                1921-
          TRINITY UNIVERSITY        V.16-     STORCH    1930-
          TEXAS LUTHERAN            V. 38-              1952-
          U.T.S.A.                  V.1-58              1915-1972  M
                                    V.59-               1973-
```

sequence no.
(for librarians)
volumes
location
dates
microform
symbol

B. ABBREVIATIONS

The compilers of indexes, abstracts and bibliographies love to use abbreviated forms of serials titles. Abbreviations save them time and space. The users of indexes, abstract and bibliographies are considerably less enamored of abbreviated titles. They are time wasters. Each abbreviation must be fully deciphered before the serial can be looked up in any serials listing. Therefore, remember :

1. If you are using an index or an abstract, check in the front pages of the volume to see if a key to abbreviations is included.

2. Copy down the full citation before you leave the index or abstract set.

III. INDEXES & ABSTRACTS

A. INDEXES

1. PERIODICAL INDEXES

The periodical indexes are your guides to information available in serial publications. These indexes are located near the Reference Desk in the Index Area on the second floor.

Periodical indexes list articles alphabetically by subject, or by author and subject. An index which attempts to cover all areas and consequently not any field in depth is the Reader's Guide to Periodical Literature. Learn how to use the Reader's Guide and this will assure facility with the other indexes.

At this point proceed to the first floor and view the filmstrip on the Reader's Guide.

2. NEWSPAPER INDEXES

Daily newspapers are our most complete record of events. Fortunately, several massive indexing projects organize newspaper information. The most useful and comprehensive of these is the:

New York Times Index. 1930-1956 microfilm
1957 to present.

This index is the library's most complete record of national and international news. It can be used to find articles in the New York Times and other U.S. newspapers.

OTHER NEWSPAPER INDEXES:

Texas Observer. 1954 to present.

The Times (London) Index. 1939-1956, 1972 to present

Wall Street Journal Index. 1963 to present.

Christian Science Monitor Index. 1960 to present.

NEWSPAPERS ON MICROFILM

Since newspapers are bulky, hard to bind and shelve, and printed on poor paper, most libraries buy them on microfilm. St. Mary's has a large microfilm collection of the following papers:

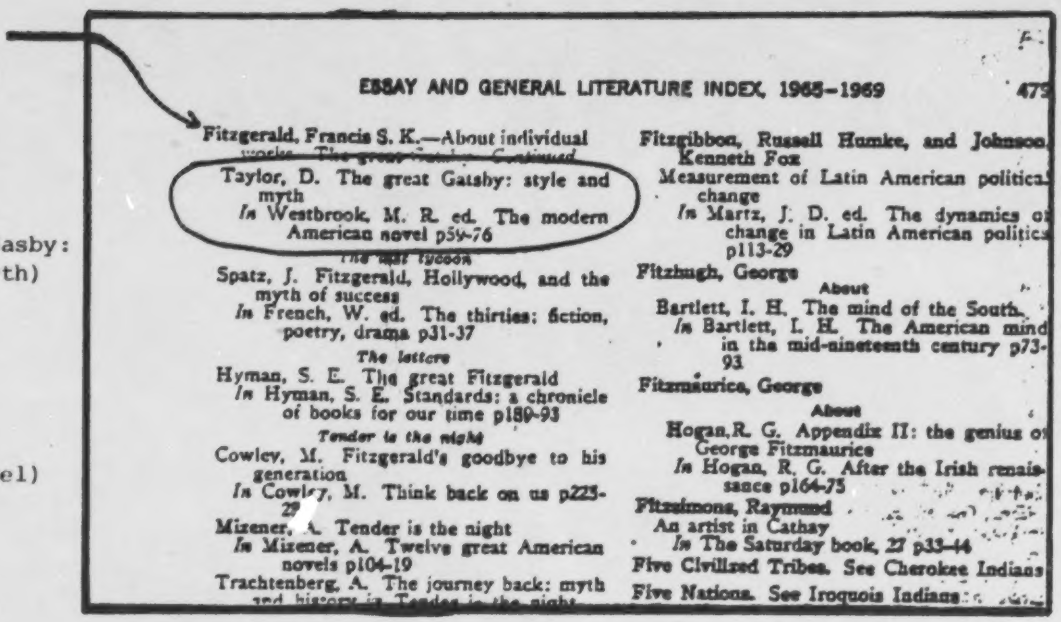
Advertising Age (1965 to present)
Barrons (1964 to present)
Christian Science Monitor (1960 to present)

London Times (1939-1956, 1972 to present)
National Catholic Reporter (1964 to present)
National Observer (1962 to present)
New York Times (1851 to present)
Texas Observer (1954 to present)
Wall Street Journal (1963 to present)

3. BOOK INDEXES

Some indexes and abstracts do not restrict themselves to periodical literature. Some abstracting services, such as Psychological Abstracts, include new books in the field. P.A.I.S. (Public Affairs Information Service) regularly includes monographic government documents and pamphlets. Bibliographic Index and Biography Index list books as well as magazine articles.

One of the most useful and unique book indexes is Essay & General Literature Index, which supplements the card catalog by indexing essays within books. For example, if Max Westbrook collects twelve essays by twelve literary critics on twelve different American writers, the book will be listed in the main card catalog. They will be listed in Essay and General Literature Index by subject and essayist.



SUBJECT
(Fitzgerald)

ESSAYIST
(Taylor)

ESSAY TITLE
(The great Gasby: style and myth)

EDITOR
(Westbrook)

BOOK TITLE
(The modern American novel)

ESSAY AND GENERAL LITERATURE INDEX, 1965–1969 47

Fitzgerald, Francis S. K.—About individual works—The great Gatsby—Continued
Taylor, D. The great Gatsby: style and myth
In Westbrook, M. R. ed. The modern American novel p59-76

The last tycoon

Spatz, J. Fitzgerald, Hollywood, and the myth of success
In French, W. ed. The thirties: fiction, poetry, drama p31-37

The letters

Hyman, S. E. The great Fitzgerald
In Hyman, S. E. Standards: a chronicle of books for our time p189-93

Tender is the night

Cowley, M. Fitzgerald's goodbye to his generation
In Cowley, M. Think back on us p225-29
Mizener, A. Tender is the night
In Mizener, A. Twelve great American novels p104-19
Trachtenberg, A. The journey back: myth and history in Tender is the night

Fitzgibbon, Russell Humke, and Johnso Kenneth Fox
Measurement of Latin American politica change
In Martz, J. D. ed. The dynamics o change in Latin American politic p113-29

Fitzhugh, George

About

Bartlett, I. H. The mind of the South.
In Bartlett, I. H. The American mind in the mid-nineteenth century p73-93

Fitzmaurice, George

About

Hogan, R. G. Appendix II: the genius o George Fitzmaurice
In Hogan, R. G. After the Irish renaissance p164-75

Fitzsimons, Raymond
An artist in Cathay
In The Saturday book, 27 p33-44

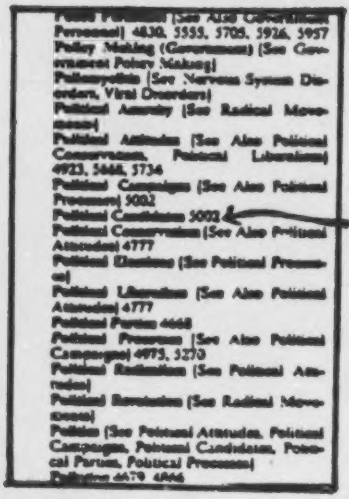
Five Civilized Tribes. See Cherokee Indians
Five Nations. See Iroquois Indians

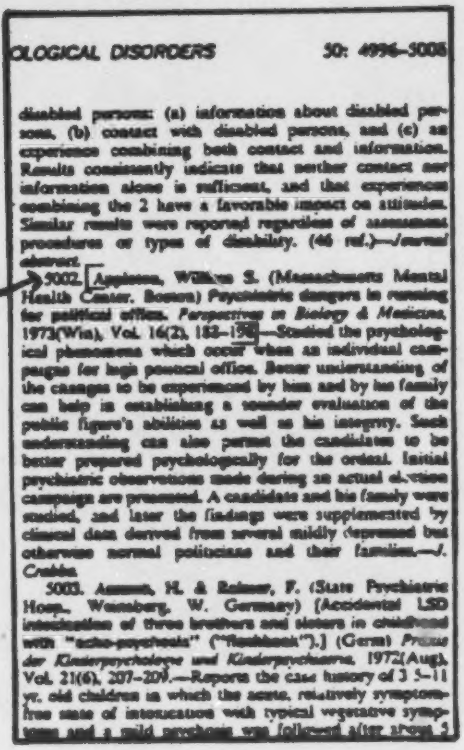
B. ABSTRACTS

Most indexing publications list all of the information needed to relocate the original article. This information is called the citation. Abstracting publications also give the citation, plus a brief summary or abstract of the original article. Most abstracting publications are arranged in two sections. Below is an example of the subject index and abstract section of Psychological Abstracts.

ABSTRACT SECTION

INDEX SECTION
SUBJECTS


Public Personnel [See Also Government
Personnel] 4830, 5555, 5705, 5926, 5957
Policy Making (Government) [See Government Policy Making]
Poliomyelitis [See Nervous System Disorders, Viral Disorders]
Political Anarchy [See Radical Movements]
Political Attitudes [See Also Political Conservatism, Political Liberalism] 4923, 5668, 5734
Political Campaigns [See Also Political Processes] 5002
Political Candidates 5002
Political Conservatism [See Also Political Attitudes] 4777
Political Elections [See Political Processes]
Political Liberalism [See Also Political Attitudes] 4777
Political Parties 4668
Political Processes [See Also Political Campaigns] 4973, 5270
Political Radicalism [See Political Attitudes]
Political Revolution [See Radical Movements]
Politics [See Political Attitudes, Political Campaigns, Political Candidates, Political Parties, Political Processes]
Pollution 4679, 4666


OLOGICAL DISORDERS 50: 4996–5008

disabled persons: (a) information about disabled persons, (b) contact with disabled persons, and (c) an experience combining both contact and information. Results consistently indicate that neither contact nor information alone is sufficient, and that experiences combining the 2 have a favorable impact on attitudes. Similar results were reported regardless of assessment procedures or types of disability. (46 ref.)—*Journal abstract.*

5002. Appleton, William S. (Massachusetts Mental Health Center, Boston) *Psychiatric dangers in running for political office. Perspectives in Biology & Medicine,* 1973(Win), Vol. 16(2), 182–198.—Studied the psychological phenomena which occur when an individual campaigns for high political office. Better understanding of the changes to be experienced by him and by his family can help in establishing a sounder evaluation of the public figure's abilities as well as his integrity. Such understanding can also permit the candidates to be better prepared psychologically for the ordeal. Initial psychiatric observations made during an actual election campaign are presented. A candidate and his family were studied, and later the findings were supplemented by clinical data derived from several mildly depressed but otherwise normal politicians and their families.—*J. Crabbe.*

5003. Assmus, H. & Reimer, F. (State Psychiatric Hosp., Weinsberg, W. Germany) [Accidental LSD intoxication of three brothers and sisters in childhood with "echo-psychosis" ("flashback").] (Germ) *Praxis der Kinderpsychologie und Kinderpsychiatrie,* 1972(Aug), Vol. 21(6), 207–209.—Reports the case history of 3 5–11 yr. old children in which the acute, relatively symptom-free state of intoxication with typical vegetative symptoms and a mild psychosis was followed after about 5

CITATION
INCLUDES:

author
article title
magazine title
date of issue
volume
page numbers

Index sections are used to get the number of the abstract. Abstracts are arranged by number in the abstract section.

C. LIST OF INDEXES AND ABSTRACTS

The periodical literature of any subject field is indexed by *at least one* periodical index or abstract. Just a few in St. Mary's library:

Education Index - covers teacher education, counseling and guidance, curriculum, psychology, languages and other related fields.

Public Affairs Information Service (P.A.I.S.) - indexes sociology, economics and political science, also lists books, pamphlets and government documents.

Applied Science and Technology Index - covers aeronautics, air pollution, construction, transportation and other related areas.

Business Periodicals Index - indexes accounting, advertising, insurance, marketing and other fields of business.

Biological and Agricultural Index - covers botany, zoology, genetics, entomology and the agricultural sciences.

Art Index, *Music Index*, *Religious Periodicals Index*, *Psychological Abstracts* - coverage of these is obvious from the title.

The Social Sciences and Humanities Index - an international index that is probably one of the most helpful in general areas and indexes scholarly journals. In 1974 it split into the *Social Sciences Index* and the *Humanities Index*.

How to Find a Magazine

1) Verify the complete journal title in the abbreviations list in the front of the index used.

2) Check the computer printout to see if the journal is in St. Mary's library.

If the title is not in the printout, check the larger *COBAL Union List of Periodicals*, hereafter referred to as the Union List.

After locating the title of the magazine you want in St. Mary's library, go directly to the periodical stacks on the *first floor*. All journals are shelved in alphabetical order by title including articles, except when the article is at the beginning of the title, e.g., *The Humanist* is shelved under "H". The *Journal of the History of Ideas* is after the *Journal of Southern History*.

IV. BIBLIOGRAPHIES

To many students the word bibliography has a pompous, disagreeable, and somewhat overly scholastic ring to it; however, bibliographies are merely tools designed to simplify the location of materials. Ultimately, libraries and research depend upon bibliographies. As you can see from the description in Gates, almost any list of materials is called a bibliography - from a card catalog, an index, a list of sources for a paper. Your main problem as a student is to decide which bibliography to use with a given problem.

A. GENERAL BIBLIOGRAPHIC SOURCES

Problem: you are planning to do research on a topic, and you would like to know if anybody has compiled a list of books and other materials on your topic.

Answer: what you need is a book that lists books with bibliographies. Surprisingly there is a variety of them - some general, some specializing in a limited subject area. The two best known ones are ...

Ref Z 1002 B4568	Besterman, Theodore. A World Bibliography of Bibliographies. Lists over 117,000 bibliographies printed as books or pamphlets. Arranged by subject. Cut off date 1963. Does not list bibliographies printed at the backs of books or in journal articles.
Index Area	Bibliographic Index. 1938-date. An index like the Readers' Guide that lists bibliographies found in books, pamphlets and periodical articles. Arranged by subject.

B. SUBJECT BIBLIOGRAPHIES

Other than Besterman and Bibliographic Index there are other methods of locating bibliographies on a topic.

1. The card catalog lists subject bibliographies under the subject heading and subheading of the word BIBLIOGRAPHY.

   i.e. U.S. - HISTORY - BIBLIOGRAPHY

   The advantage here is that you will uncover items available at St. Mary's.

2. A reference book guide, like Sheehy, will list bibliographies by topic. Sheehy chooses the best sources available and explains their uses.

C. REFERENCE GUIDES

At several points in the course we will extoll the virtues of the "guide to the literature of ..." type of book. These "guides" will be listed in the card catalog by subject with the subheading - bibliography. While each one is different, most include:

______ sections on basic reference tools on the subject with instructions on *how* and *when* to use them

______ the titles of definitive works and major journals in the field.

______ information on the special bibliographic and stylistic rules of the subject

They usually cover a broad area, like biological sciences or dramatic arts, and unlike most bibliographies they emphasize *how* and *when* to use individual books.

D. TRADE CATALOGS

While trade catalogs are published for commercial purposes - like helping prospective buyers locate and buy books - they can be used by students to verify information, locate new books, or buy books.

Index Area *Books in Print*. (BIP). annual. 4 vols.

If you have ever ordered a book through a bookstore, you may have seen the salesperson checking in a large volume to see if your book was in-print. The volume was B.I.P. All books from most American publishing houses are listed here by *author* (and/or editor) and *title*. A book will be listed in BIP as long as it is *in print*. Bookstores can order for you any book listed in BIP. The price given in BIP should be your final price, since it includes the dealer's profit. New books appearing on the market are listed in *Forthcoming Books* until the next annual BIP is released.

Index Area *Subject Guide to Books in Print*. annual. 2 vols.

Most books in BIP are listed again in the *Subject Guide* by LC subject headings. A book may be listed more than once - as in the main card catalog. Librarians frequently use the *Subject Guide* to locate new books on current topics - like the Watergate scandals.

E. DISSERTATIONS & THESES

Since dissertations and theses represent much of the current, new research coming out of our universities they are vital, primary sources for researchers. Unfortunately few dissertations are ever published commercially and they are virtually impossible to obtain unless they have been microfilmed. Fortunately many are available on microfilm.

Through the main card catalog you will find only those dissertations and master's theses owned by St. Mary's University. These will be cataloged like books. You will find dissertations listed in many indexes, like MLA, Biological Abstracts, and Psychological Abstracts. But, you will probably find that indexes to dissertations and theses are the fastest ways to locate and obtain them.

Ref Z 5055 U49 D55	Dissertation Abstracts International. (DAI). 1938- Many, but not all, U.S. and foreign universities submit dissertations to DAI, which is now owned by Xerox. Dissertations are microfilmed and the abstracts are printed in DAI. Microfilm or hardcopy duplicates can be purchased from the publisher at nominal fees.
Ref Z 5053 R49	Reynolds, Michael M. 1975 Guide to Theses and Dissertations This bibliography is a retrospective international listing of bibliographies of theses and dissertations produced through 1973.

UNIT V: GOVERNMENT DOCUMENTS

I. UNIT OBJECTIVES

II. DOCUMENTS AT ST. MARY'S: INTRODUCTION

(Assignments: 1. Reading: Morehead, Joe. Introduction to U.S. Public Documents. (On Reserve), "Introduction," p.xxiii-xxvi. 2. A-V Materials: How to Find a Government Document (Slides). North Dakota, 1976. 40 slides and 1 cassette. 15 min.)

A. What is a government document?

B. What types of documents does the St. Mary's Government Documents Department collect?

C. What subjects do documents cover?

D. How do you find government documents?

III. CATALOGS AND INDEXES TO GOVERNMENT DOCUMENTS

A. Indexes to U.S. documents

B. Indexes to state documents

C. Indexes to international documents

IV. SOURCES OF INFORMATION ABOUT GOVERNMENTS

A. The U.S. government

B. State governments

C. The United Nations

V. DOCUMENTS AS STATISTICS SOURCES

A. U.S. statistics

B. State statistics

C. International statistics

VI. LEGISLATIVE PROCESS AND SOURCES

A. Tracing a bill

B. Sources for information about U.S. legislation

C. Sources for information about Texas legislation

I. *UNIT OBJECTIVES*

This unit and the assignments will hopefully help you to achieve the following:

A. to develop skill in searching for material beyond the catalog.

B. to develop an understanding of the importance of using a variety of sources.

II. *DOCUMENTS AT ST. MARY'S UNIVERSITY: INTRODUCTION*

A. WHAT IS A GOVERNMENT DOCUMENT?

Usually, any publication that is printed at government expense or published by authority of a government is called a government document. There are occasionally problems in defining documents. Public university publications, for example, and agricultural experiment station and extension service reports, though frequently produced at government expense, are not considered documents in this library. Almost all documents kept in the documents stacks may be borrowed on the same terms as any other books. They are checked out at the Reference Desk and should be returned there.

B. WHAT TYPES OF DOCUMENTS DOES THE ST. MARY'S GOVERNMENT DOCUMENTS DEPARTMENT COLLECT?

St. Mary's has documents from Federal, state, and local governments. The Library is an official depository for the publications of the State of Texas and the United States government. These documents are located on the south side of the second or main floor.

C. WHAT SUBJECTS DO DOCUMENTS COVER?

Documents cover a wide range of subjects from popular to extremely technical or scholarly. Think of the ways government affects your life: pesticides, cable television, food stamps, geothermal energy, taxes. The government is the principal source of statistical information for the U.S. In size and appearance, documents range from pamphlets on growing camellias or planning menus all the way to bound volumes of census data and heavily illustrated reports on archaeology or a moon landing.

D. HOW DO YOU FIND GOVERNMENT DOCUMENTS?

Some documents are indexed by authoring agency, title and subject in the main card catalog; however, most documents are not listed in the main card catalog. To find out about their existence and to locate them in the library, you must use the indexes and catalogs found in the Index Area. Our documents are classified and shelved by the Superintendent of Documents classification number.

Even after you complete the course, the Reference Librarians expect to help you use the reference and bibliographic tools in this area. We can frequently suggest a particular index that would be a good source for a paper, or perhaps an agency active in your subject area. Please ask us.

III. CATALOGS & INDEXES TO GOVERNMENT DOCUMENTS

Since few government documents are cataloged, you will locate them through special indexes and catalogs in much the same manner that you use indexes to locate journal articles.

The principal catalogs you will use are:
(located in the Index Area)

for U.S. government documents:

Monthly catalog of U.S. Government publications.

Government reports announcements and index.

P.A.I.S. (Public Affairs Information Service)

CIS Index (Congressional Information Service for Congressional publications

ASI (American Statistics Index)

for state documents:

Guide to Texas State Publications.

Monthly checklist of state publications.

for international documents:

Bibliography of publications issued by UNESCO or under its auspices; the first 25 years, 1946-1971.

United Nations. Documents Index.

A. INDEXES TO U.S. DOCUMENTS

1. U.S. Superintendent of Documents. Monthly Catalog of U.S. Government Publications. 1940-date. (Index Area)

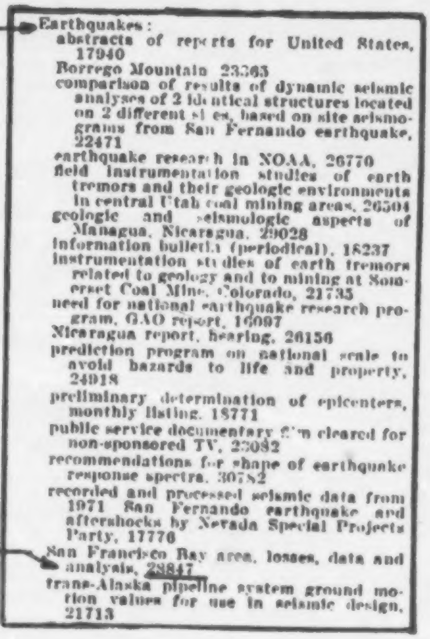
This is the single most complete index to U.S. documents. It is published by the Government Printing Office and arranged by agency author, with subject, title, personal and agency author indexes, which cummulate annually. The Monthly Catalog in 1976 changed its format to supply more information. It is used just like the old editions.

To use it, you . . .

a. *Look up the topic, title or author you want in the index section.*

b. *Write down the item number. Look up this number in the entry section #28847*

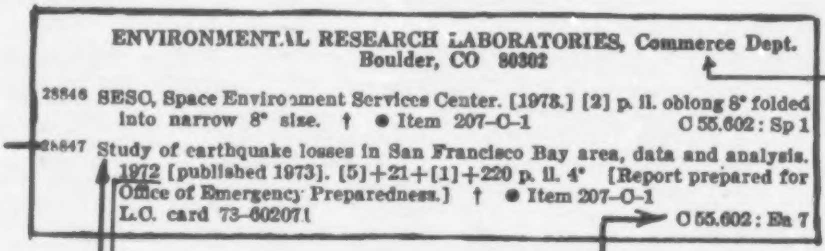
index section - 1973



Earthquakes:
abstracts of reports for United States, 17940
Borrego Mountain 23363
comparison of results of dynamic seismic analyses of 2 identical structures located on 2 different sites, based on site seismograms from San Fernando earthquake, 22471
earthquake research in NOAA, 26770
field instrumentation studies of earth tremors and their geologic environments in central Utah coal mining areas, 26504
geologic and seismologic aspects of Managua, Nicaragua, 29028
information bulletin (periodical), 18237
instrumentation studies of earth tremors related to geology and to mining at Somerset Coal Mine, Colorado, 21735
need for national earthquake research program, GAO report, 16097
Nicaragua report, hearing, 26156
prediction program on national scale to avoid hazards to life and property, 24918
preliminary determination of epicenters, monthly listing, 18771
public service documentary film cleared for non-sponsored TV, 23082
recommendations for shape of earthquake response spectra, 30782
recorded and processed seismic data from 1971 San Fernando earthquake and aftershocks by Nevada Special Projects Party, 17776
San Francisco Bay area, losses, data and analysis, 28847
trans-Alaska pipeline system ground motion values for use in seismic design, 21713

item number

entry section - 1973



ENVIRONMENTAL RESEARCH LABORATORIES, Commerce Dept.
Boulder, CO 80302

28846 SESC, Space Environment Services Center. [1978.] [2] p. il. oblong 8° folded into narrow 8° size. † ● Item 207-C-1 C 55.602 : Sp 1

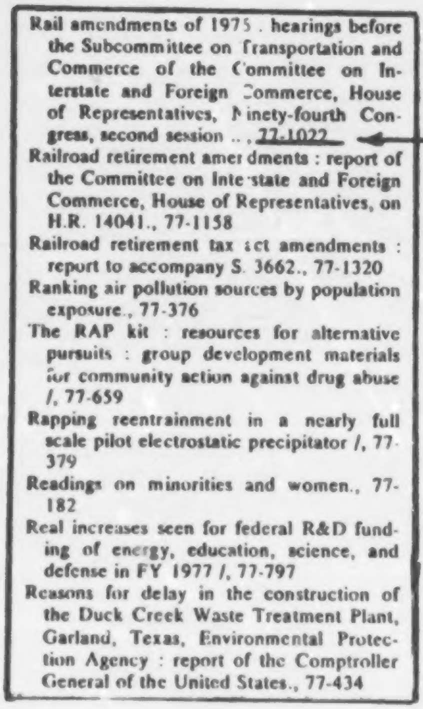
28847 Study of earthquake losses in San Francisco Bay area, data and analysis. 1972 [published 1973]. [5]+21+[1]+220 p. il. 4° [Report prepared for Office of Emergency Preparedness.] † ● Item 207-C-1
L.C. card 73-602071 C 55.602 : Ea 7

agency/author

item number

Title *Date*

classification/document number (Documents are shelved by this complete number) title index section, 1977 (also has subject & author index)



Rail amendments of 1975 . hearings before the Subcommittee on Transportation and Commerce of the Committee on Interstate and Foreign Commerce, House of Representatives, Ninety-fourth Congress, second session .. , 77-1022

Railroad retirement amendments : report of the Committee on Interstate and Foreign Commerce, House of Representatives, on H.R. 14041., 77-1158

Railroad retirement tax act amendments : report to accompany S. 3662., 77-1320

Ranking air pollution sources by population exposure., 77-376

The RAP kit : resources for alternative pursuits : group development materials for community action against drug abuse /, 77-659

Rapping reentrainment in a nearly full scale pilot electrostatic precipitator /, 77-379

Readings on minorities and women., 77-182

Real increases seen for federal R&D funding of energy, education, science, and defense in FY 1977 /, 77-797

Reasons for delay in the construction of the Duck Creek Waste Treatment Plant, Garland, Texas, Environmental Protection Agency : report of the Comptroller General of the United States., 77-434

1. Look up the subject, title, or author you want.

2. Copy down the item number, 771022

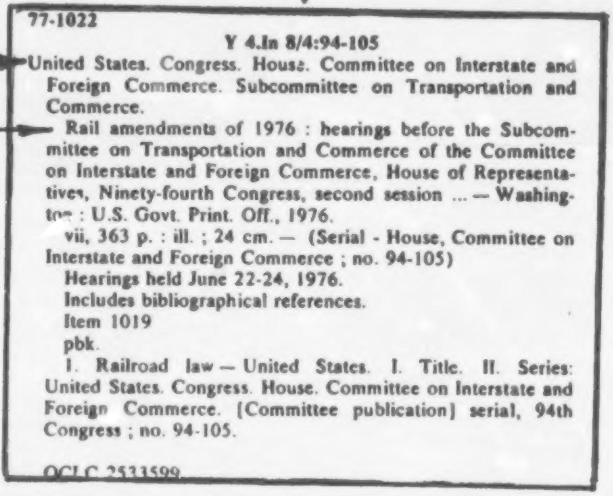
3. Look up the item number in the entry section.

Entry section, 1977

classification documents number

author

title



77-1022

Y 4.In 8/4:94-105

United States. Congress. House. Committee on Interstate and Foreign Commerce. Subcommittee on Transportation and Commerce.

Rail amendments of 1976 : hearings before the Subcommittee on Transportation and Commerce of the Committee on Interstate and Foreign Commerce, House of Representatives, Ninety-fourth Congress, second session ... — Washington : U.S. Govt. Print. Off., 1976.

vii, 363 p. : ill. ; 24 cm. — (Serial - House, Committee on Interstate and Foreign Commerce ; no. 94-105)

Hearings held June 22-24, 1976.

Includes bibliographical references.

Item 1019

pbk.

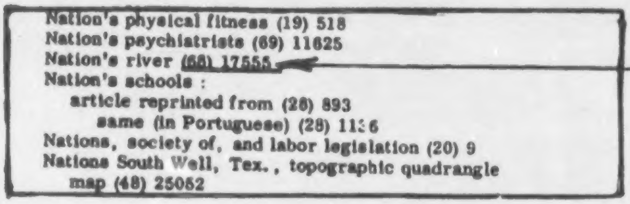
1. Railroad law — United States. I. Title. II. Series: United States. Congress. House. Committee on Interstate and Foreign Commerce. [Committee publication] serial, 94th Congress ; no. 94-105.

OCLC 2533599

2. Cumulated Subject Index of the Monthly Catalog of U.S. Government Publications, 1900-1971. 15 v. Index Area

This is a computer merging of all the earlier indexes to the Monthly Catalog. Note that it is a SUBJECT index only and does not include author or agency access. Each entry gives year and entry number or page number and refers back to original issue of Monthly Catalog for full data.

cumulated subject index section



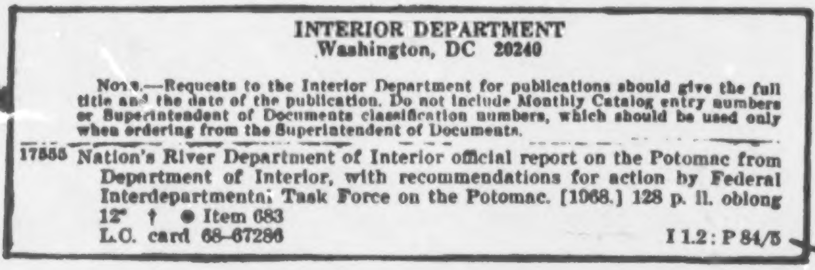
Nation's physical fitness (19) 518
Nation's psychiatrists (69) 11625
Nation's river (68) 17555
Nation's schools :
  article reprinted from (28) 893
    same (in Portuguese) (28) 1136
Nations, society of, and labor legislation (20) 9
Nations South Well, Tex., topographic quadrangle
  map (48) 25052

a. *Look up the subject you want in the index.*

b. *Copy the year and entry number ...*
1968 #17555

c. *Go to the entry section of the correct year of the Monthly Catalog*

entry section - 1968



INTERIOR DEPARTMENT
Washington, DC 20240

NOTE.—Requests to the Interior Department for publications should give the full title and the date of the publication. Do not include Monthly Catalog entry numbers or Superintendent of Documents classification numbers, which should be used only when ordering from the Superintendent of Documents.

17555 Nation's River Department of Interior official report on the Potomac from Department of Interior, with recommendations for action by Federal Interdepartmental Task Force on the Potomac. [1968.] 128 p. il. oblong 12° † ● Item 683
L.C. card 68-67286 I 1.2: P 84/5

classification/Document number

3. Decennial and Quinquennial Cumulative Personal Author Index, 1941-50; 1951-60; 1961-65 and 1966-70. 4 v. Index Area

A cumulated personal author approach to authors, editors and researchers.

4. Decennial Cumulative Index, 1941-50; 1951-60. Index Area

Cumulative subject index to the Monthly Catalog. Useful if you know that a particular item you are looking for was published during a ten-year time span.

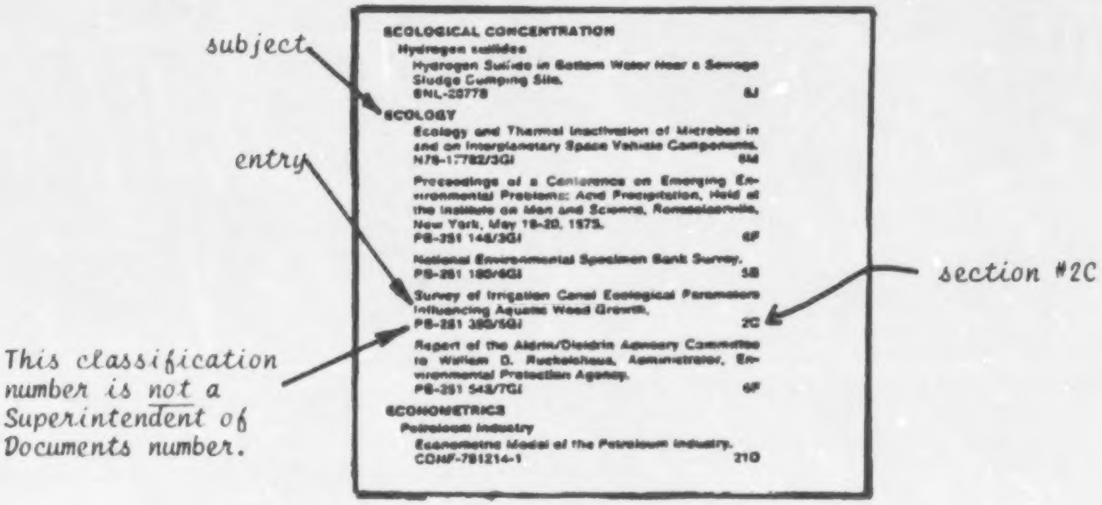
5. U.S. National Technical Information Service. Government Reports Announcements and Index. (Doc. C 51.9/3)

In addition to materials prepared in government agencies and published at the Government Printing Office, much research is sponsored by the government but performed by people working for universities or private industry. Reports of unclassified research are made available through the National Technical Information Service.

Semi-monthly listing of abstracts of unclassified government sponsored research reports. Arranged in broad subject categories; includes information needed to locate or order. Also reprints title and order information, but not abstracts, from two other major government bibliographies: ERDA Energy Research Abstracts and Scientific and Technical Aerospace Reports.

Each issue contains indexes by specific subject, personal and corporate author, and contract, accession and report series numbers codes. The indexes are cumulated separately each year.

subject index to Government Reports Announcements and Index



ECOLOGICAL CONCENTRATION
Hydrogen sulfides
Hydrogen Sulfide in Bottom Water Near a Sewage Sludge Dumping Site.
BNL-20778 8J
ECOLOGY
Ecology and Thermal Inactivation of Microbes in and on Interplanetary Space Vehicle Components.
N76-17782/3GI 8M
Proceedings of a Conference on Emerging Environmental Problems: Acid Precipitation, Held at the Institute on Man and Science, Rensselaerville, New York, May 19-20, 1975.
PB-251 146/3GI 6F
National Environmental Specimen Bank Survey.
PB-251 180/6GI 5B
Survey of Irrigation Canal Ecological Parameters Influencing Aquatic Weed Growth.
PB-251 380/5GI 2C
Report of the Aldrin/Dieldrin Advisory Committee to William D. Ruckelshaus, Administrator, Environmental Protection Agency.
PB-251 543/7GI 6F
ECONOMETRICS
Petroleum Industry
Econometric Model of the Petroleum Industry.
CONF-781214-1 21D

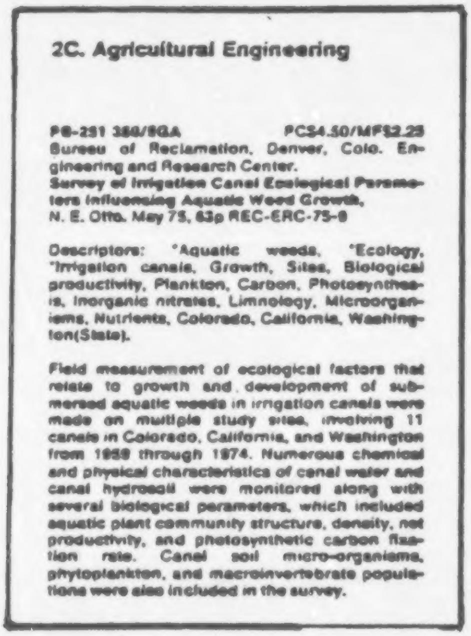
subject

entry

section #2C

This classification number is not a Superintendent of Documents number.

abstract section of Government Reports Announcements and Index (arranged by section numbers)



2C. Agricultural Engineering

PB-251 380/8GA PC$4.50/MF$2.25
Bureau of Reclamation, Denver, Colo. Engineering and Research Center.
Survey of Irrigation Canal Ecological Parameters Influencing Aquatic Weed Growth,
N. E. Otto. May 75, 63p REC-ERC-75-8

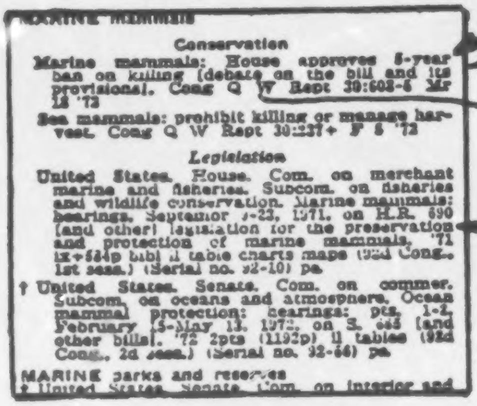
Descriptors: *Aquatic weeds, *Ecology, *Irrigation canals, Growth, Sites, Biological productivity, Plankton, Carbon, Photosynthesis, Inorganic nitrates, Limnology, Microorganisms, Nutrients, Colorado, California, Washington(State).

Field measurement of ecological factors that relate to growth and development of submersed aquatic weeds in irrigation canals were made on multiple study sites, involving 11 canals in Colorado, California, and Washington from 1959 through 1974. Numerous chemical and physical characteristics of canal water and canal hydrosoil were monitored along with several biological parameters, which included aquatic plant community structure, density, net productivity, and photosynthetic carbon fixation rate. Canal soil micro-organisms, phytoplankton, and macroinvertebrate populations were also included in the survey.

6. Public Affairs Information Service. Bulletin. (P.A.I.S.)
   (Index Area)

An index to books, periodical articles, government documents in the fields of economics, political science, public administration and international relations. P.A.I.S. covers a wide spectrum of publications worldwide in English. It does not cover purely technical scientific subjects. Thus, a document about the economic impact of oil spills would be included, but one about the design and operation of a new kind of skimmer for picking up the oil would not.

sample of P.A.I.S.



MARINE MAMMALS

Conservation

Marine mammals: House approves 5-year ban on killing (debate on the bill and its provisions). Cong Q W Rept 30:603-6 Mr 18 '72

Sea mammals: prohibit killing or manage harvest. Cong Q W Rept 30:237+ F 5 '72

Legislation

United States. House. Com. on merchant marine and fisheries. Subcom. on fisheries and wildlife conservation. Marine mammals: hearings, September 9-23, 1971, on H.R. 690 (and other) legislation for the preservation and protection of marine mammals. '71 ix+584p bibl il table charts maps (92d Cong. 1st sess.) (Serial no. 92-10) pa

† United States. Senate. Com. on commer. Subcom. on oceans and atmosphere. Ocean mammal protection: hearings: pts. 1-2, February 15-May 13, 1972, on S. 685 (and other bills). '72 2pts (1192p) il tables (92d Cong., 2d sess.) (Serial no. 92-66) pa

MARINE parks and reserves
† United States. Senate. Com. on interior and

Title of article

Journal entry

Journal title

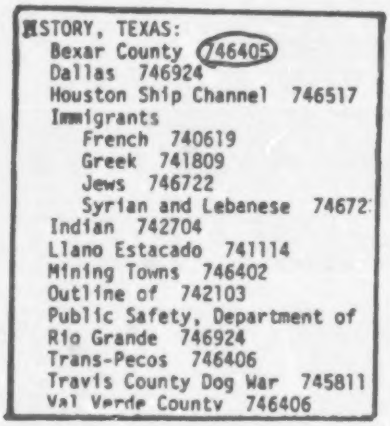
government document entry (see Monthly Catalog for classification Document number)

B. INDEX TO STATE DOCUMENTS

1. Texas. State Library. Guide to Texas State Publications.
   (Index Area)

List of this state's publications received by the Texas State Library in Austin. Arranged by agency author with subject index. Annual cumulations. Admittedly incomplete, but the best there is.

index section



HISTORY, TEXAS:
  Bexar County 746405
  Dallas 746924
  Houston Ship Channel 746517
  Immigrants
    French 740619
    Greek 741809
    Jews 746722
    Syrian and Lebanese 74672
  Indian 742704
  Llano Estacado 741114
  Mining Towns 746402
  Outline of 742103
  Public Safety, Department of
  Rio Grande 746924
  Trans-Pecos 746406
  Travis County Dog War 745811
  Val Verde County 746406

entry section

HISTORICAL COMMISSION, TEXAS (Formerly Texas Historical Survey Committee)
Archeological Reports: Surplus copies available upon request.

746405 ___ Number 19: Excavation of a Section of the Acequia Madre in Bexar County, Texas, and Archeological Investigations at Mission San Jose in April 1968. By Mardith K. Schuetz. July 1970. 32p. illus.

746406 ___ Number 18: The Pierdra Del Diablo Site, Val Verde County, Texas and Notes on Some Trans-Pecos, Texas, Archeological Material in the Smithsonian Institution, Washington, D.C. By Elton R. Prewitt. July 1970. 52p. illus.

746407 ___ Number 23: The Zacatecan Missionaries in Texas, 1716-1834. Excerpts from the Libros de los Decretos of the Missionary College of Zacatecas, 1707-1828. Translated by Fr. Benedict Leutenegger, and A Bibliographical Dictionary by Fr. Marion A. Habig. August 1973. 181p

2. U.S. Library of Congress. Processing Department. Monthly Checklist of State Publications. (Doc LC 30.9:)

   Lists publications reported by the states. In order by state, then agency. Subject index appears only annually. Note that this includes university and extension service publications not considered documents at St. Mary's.

C. INDEX TO INTERNATIONAL DOCUMENTS

1. Unesco. Bibliography of publications issued by Unesco or under its auspices; the first twenty-five years, 1946-1971. (Ref/Z6483/U5/A42)

D. MISCELLANEOUS REFERENCE MATERIALS

1. U.S. Congress. Congressional Directory. (Doc Y4.P93/1:)

   A compendium of information relating to Congress, including biographical information on members of Congress, committee memberships, committee staffs. Also includes information on other government bodies and officials, foreign diplomatic and consular representatives in the U.S.

2. Weekly Compilation of Presidential Documents. 1965-date.
   (on First Floor with Periodicals)

   Weekly reprinting of all official statements of the President; nominations, appointments of commissions, foreign policy statements, messages to Congress, executive orders and proclamations, etc. Indexed by name and subject. Weekly with quarterly to annual cumulations.

V. DOCUMENTS AS STATISTICS SOURCES

A. U.S. STATISTICS

1. U.S. Bureau of the Census. Statistical Abstract. (Doc C3.134: also C56.143:)

   Annual volume of selected statistics on all subjects. Detailed subject index. Sources noted for each table - useful when more detailed data on same subject is needed.

2. U.S. Bureau of the Census. Congressional District Data Book. (Doc C56.243/2:)

   Economic and social data (population, housing, business activity) derived from the censuses and other government statistics and organized here by U.S. Congressional districts.

3. U.S. Bureau of the Census. County and City Data Book. (Doc C56.243/2:C83)

   Similar to the item above, but data are given for counties and cities. These compendia differ from the population censuses in including data from the economic censuses and from other government sources, such as social security payments, voting records, and crime statistics.

4. U.S. Bureau of the Census. Censuses---

   A census of population has been done every ten years since 1790. Questions about other subjects have been added through the decades. Today the population and housing censuses are taken for years ending in 0 (1970, etc.). They provide the most complete survey and the most authoritative source of information for the U.S. population on basic data on population and housing conditions. Other census information is based on samples of the population. Metropolitan areas are divided into census tracts, areas containing about 5,000 people, to provide data for more precise areas.

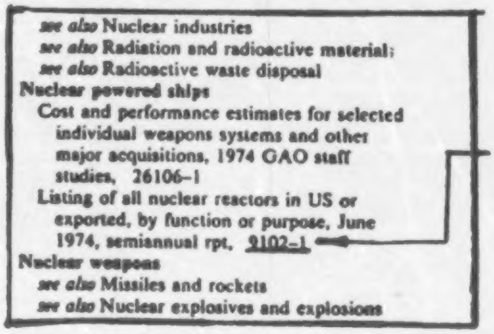
   In addition to the population and housing censuses, there are these other censuses, taken every five years: Agriculture, Governments, Retail Trade, Wholesale Trade, Manufactures, Construction Industries, Transportation, Mineral Industries, Selected Service Industries.

   Results from a census come out first in paperbound preliminary reports. These are followed by final reports, which are cataloged. The final reports for the most recent of each of the censuses are in the Documents Stacks.

5. American Statistics Index. 1973-date.
(Index Area)

BRAND NEW, ASI is a bibliography of abstracts of statistical information contained in U.S. government publications. Coverage is substantially complete only since 1973, but important documents issued since about 1960 are included. The abstract contains the citation, a general description of contents, and a specific description of tables and data included.

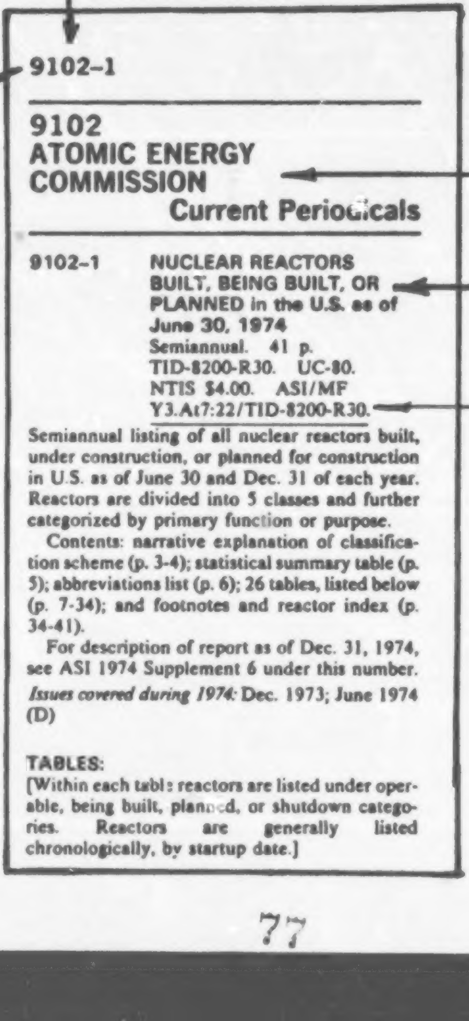
Indexed by subject, title and categories: geographic, economic, and demographic, e.g. sex or race. Use ASI "call number" to go from the index to the abstract. See front of Index for detailed example of use.



see also Nuclear industries
see also Radiation and radioactive material;
see also Radioactive waste disposal
Nuclear powered ships
Cost and performance estimates for selected individual weapons systems and other major acquisitions, 1974 GAO staff studies, 26106-1
Listing of all nuclear reactors in US or exported, by function or purpose, June 1974, semiannual rpt, 9102-1
Nuclear weapons
see also Missiles and rockets
see also Nuclear explosives and explosions

1. *Look up the subject, title and categories you want.*
2. *Copy down ASI entry number. i.e. 9102-1.*
3. *Look up the entry number in entry section.*

ASI Entry number



9102-1

9102
ATOMIC ENERGY COMMISSION
Current Periodicals

9102-1 **NUCLEAR REACTORS BUILT, BEING BUILT, OR PLANNED in the U.S. as of June 30, 1974**
Semiannual. 41 p.
TID-8200-R30. UC-80.
NTIS $4.00. ASI/MF
Y3.At7:22/TID-8200-R30.

Semiannual listing of all nuclear reactors built, under construction, or planned for construction in U.S. as of June 30 and Dec. 31 of each year. Reactors are divided into 5 classes and further categorized by primary function or purpose.

Contents: narrative explanation of classification scheme (p. 3-4); statistical summary table (p. 5); abbreviations list (p. 6); 26 tables, listed below (p. 7-34); and footnotes and reactor index (p. 34-41).

For description of report as of Dec. 31, 1974, see ASI 1974 Supplement 6 under this number.

Issues covered during 1974: Dec. 1973; June 1974 (D)

TABLES:
[Within each table reactors are listed under operable, being built, planned, or shutdown categories. Reactors are generally listed chronologically, by startup date.]

Agency

title

Document Classification Number

B. STATE STATISTICS

1. Texas Almanac. (Ref AY311/G3/T5)

A compilation of general data for the state, some from U.S. census sources. Covers social and economic statistics; particularly useful for statistics on counties and those derived from state activities such as highway and irrigation projects, law enforcement, taxation and elections. Published each year that the state legislature meets.

C. INTERNATIONAL STATISTICS

1. United Nations. Statistical Office. Statistical Yearbook. (Ref/HA12.5/U62)

Annual compilation of summary world statistics, as reported by governments, on population, agriculture, industry, internal and external trade, transport, finance and national accounts. Arranged by subject, with sub-arrangement by continent, then by country. The only source for many countries which do not publish statistical abstracts, but remember the source of the data.

The United Nations also publishes annual statistical yearbooks of National Accounts and International Trade and a Demographic Yearbook. Each gives more detailed statistics in its subject area than the Statistical Yearbook. Use them for better coverage of a specific topic. Copies in Reference.

2. Unesco. Statistical Yearbook. (Ref/HA12.5/U63)

Annual compilation, based on information supplied by governments, of statistics on education, personnel and expenditure in science and technology, and cultural information and activities - including book production, newspapers, film, radio, and television.

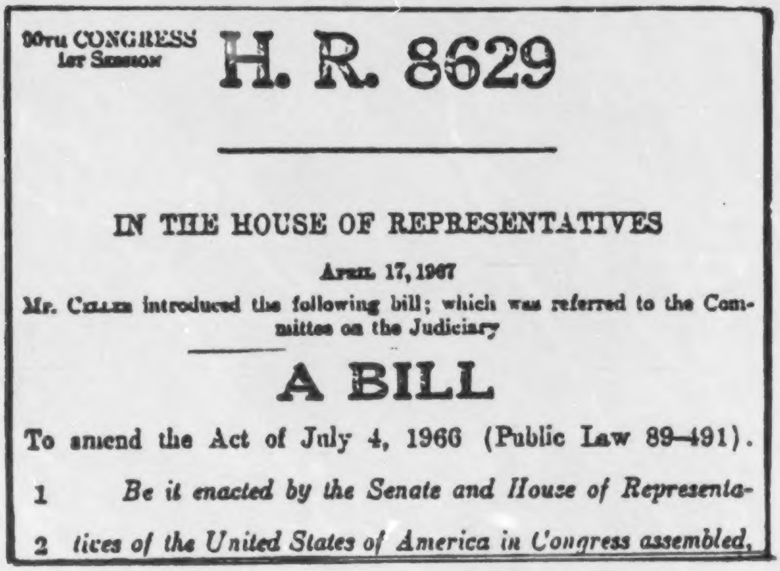
VI. LEGISLATIVE PROCESS & SOURCES

A. TRACING A BILL

(Assignment: Congressional Quarterly Almanac (Ref/JK/1/C66). Read p. xxi-xxvi)

1. The bill

Introduction into either the House or the Senate. BILLS are numbered consecutively for each two-year session of Congress. The bill is assigned to the committee responsible for legislation on its subject. (St. Mary's Academic Library does not have a collection of Bills.)



90TH CONGRESS
1ST SESSION

H. R. 8629

IN THE HOUSE OF REPRESENTATIVES

APRIL 17, 1967

Mr. CELLER introduced the following bill; which was referred to the Committee on the Judiciary

A BILL

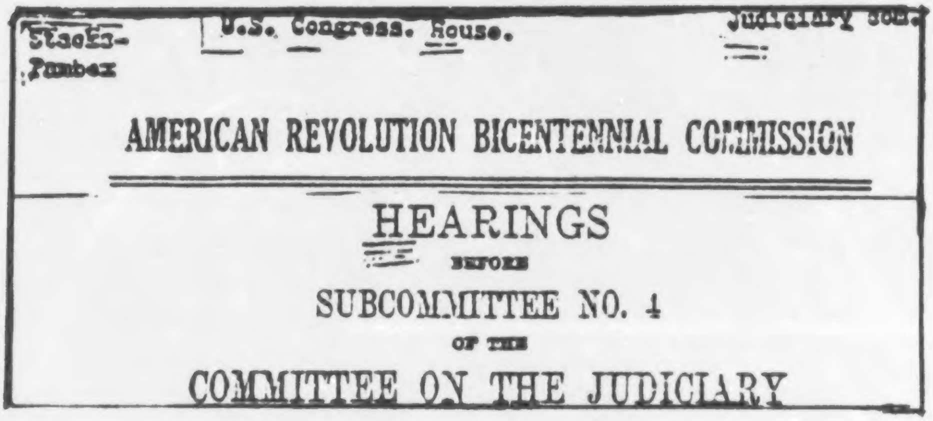
To amend the Act of July 4, 1966 (Public Law 89–491).

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

House Report

2. Hearings

HEARINGS before the committee. These are optional, are frequently held to hear the informed opinion of specialists on a subject. The verbatim text of all open hearings is printed and distributed to depository libraries. (St. Mary's library has hearings, going back to 1964.)



Stacks-
Pambex

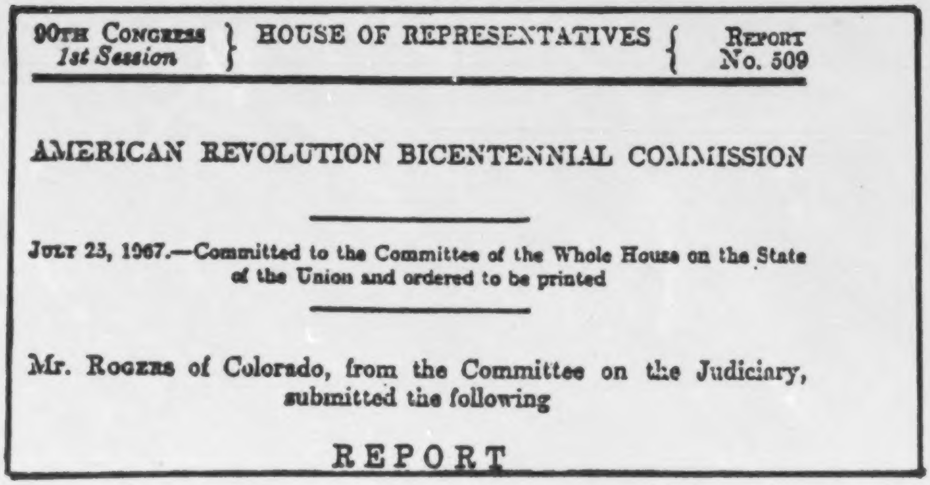
U.S. Congress. House. Judiciary Com.

AMERICAN REVOLUTION BICENTENNIAL COMMISSION

HEARINGS
BEFORE
SUBCOMMITTEE NO. 4
OF THE
COMMITTEE ON THE JUDICIARY

3. Committee reports

The committee decides whether to recommend the bill, possibly with major or minor changes, for passage by the full House or Senate. If it does recommend passage, it issues a REPORT. (Reports are issued in numerical order, like the bills. They are available in the Government Documents Department.)



90TH CONGRESS } HOUSE OF REPRESENTATIVES { REPORT
1st Session } { No. 509

AMERICAN REVOLUTION BICENTENNIAL COMMISSION

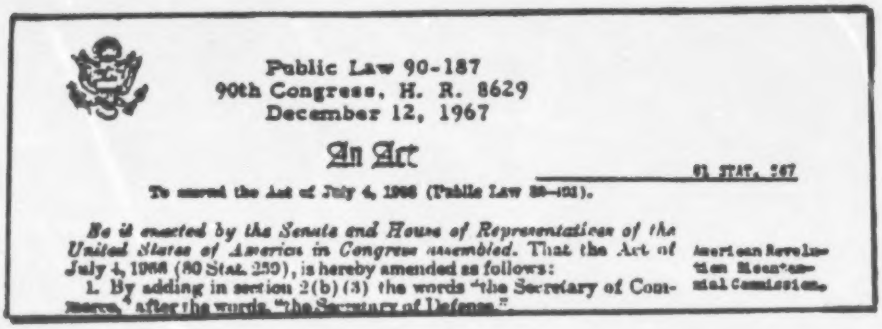
JULY 23, 1967.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

Mr. ROGERS of Colorado, from the Committee on the Judiciary, submitted the following

REPORT

4. Slip law

The House or Senate debates the measure, may further amend it, and votes. If passed, the legislation goes to the other house, where the process is repeated. If both houses pass legislation but there are differences, a conference committee is appointed to work out a compromise. This is reported and debated by both houses. If both pass an identical bill, it is sent to the President. If signed it receives a Public Law number, composed of the number of the Congress and a serial number. PL93-175, therefore is the 175th law passed by the 93d Congress. In this form it is called a SLIP LAW.



Public Law 90-187
90th Congress, H. R. 8629
December 12, 1967

An Act

81 STAT. 567

To amend the Act of July 4, 1966 (Public Law 89-491).

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of July 4, 1966 (80 Stat. 259), is hereby amended as follows:

1. By adding in section 2(b)(3) the words "the Secretary of Commerce," after the words "the Secretary of Defense,".

American Revolution Bicentennial Commission.

Public law

or

slip law

All the laws passed in each session are bound together in the *U.S. Statutes*. (Doc. GS4.111) They are also added to the existing statute law in the subject-arranged *U.S. Code*. (Doc. Y4.J89/1:Un3).

B. SOURCES FOR INFORMATION ABOUT U.S. LEGISLATION

(Note that these are arranged from most specific to most general. That is not necessarily the order in which they would be used.)

1. *Digest of Public General Bills and Resolutions* (Doc. LC14.6:)

   Five to six cumulative issues, including a final issue for each session of Congress. Gives brief digest of each bill and resolution introduced, arranged in numerical sequence. Shows status of bills acted upon and brief annotation of laws enacted.

2. Congressional Information Service. *Index to Publications of the U.S. Congress*. (called *CIS Index*.) (Index Area)

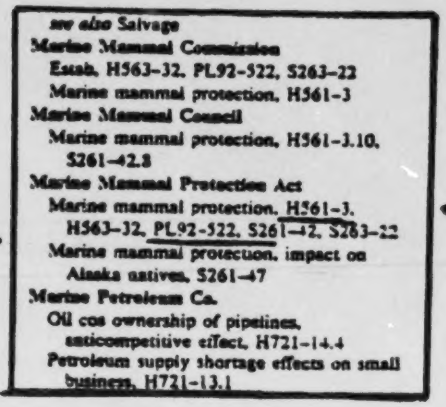
   An index and abstract of Congressional *publications*: Documents, reports, hearings, and committee prints. The abstracts are arranged in alphabetical order by committee name, then chronologically. Entry number used for indexing.

   Has index to subjects, personal names, corporate names (what companies are lobbying on a particular bill?), bill, report, document, and public law numbers. Annual cumulations include legislative histories of Public Laws enacted during the year.

   Important for abstracts of hearings, witness index (which identifies people who have testified on a subject and tells where their testimony may be found). For hearings before 1970 use the Monthly Catalog.

Congressional information service. CIS index

CIS index section



see also Salvage

Marine Mammal Commission

Estab. H563-32, PL92-522, S263-22

Marine mammal protection, H561-3

Marine Mammal Council

Marine mammal protection, H561-3.10, S261-42.8

Marine Mammal Protection Act

Marine mammal protection, H561-3, H563-32, PL92-522, S261-42, S263-22

Marine mammal protection, impact on Alaska natives, S261-47

Marine Petroleum Co.

Oil cos ownership of pipelines, anticompetitive effect, H721-14.4

Petroleum supply shortage effects on small business, H721-13.1

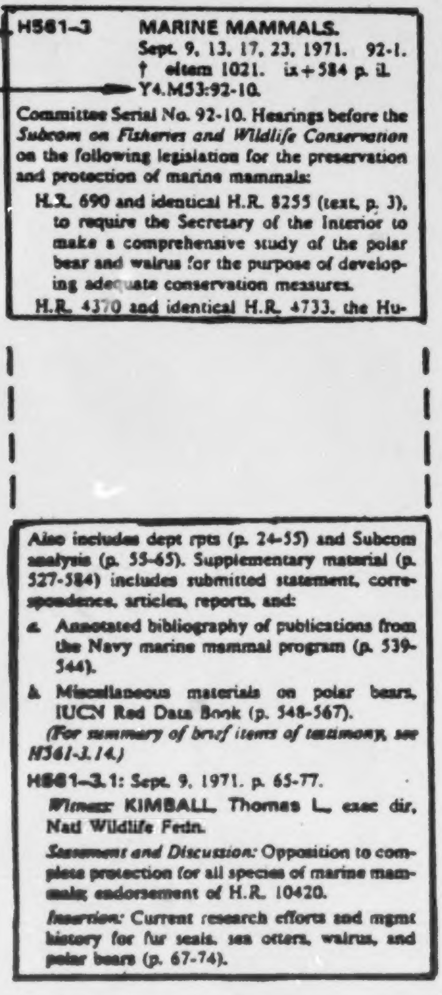
Public Law number

CIS entry number

CIS abstract section

CIS entry number

Classification Document number



H561-3 **MARINE MAMMALS.**
Sept. 9, 13, 17, 23, 1971. 92-1.
† eItem 1021. ix+584 p. il.
Y4.M53:92-10.

Committee Serial No. 92-10. Hearings before the *Subcom on Fisheries and Wildlife Conservation* on the following legislation for the preservation and protection of marine mammals:

H.R. 690 and identical H.R. 8255 (text, p. 3), to require the Secretary of the Interior to make a comprehensive study of the polar bear and walrus for the purpose of developing adequate conservation measures.

H.R. 4370 and identical H.R. 4733, the Hu-

Also includes dept rpts (p. 24-55) and Subcom analysis (p. 55-65). Supplementary material (p. 527-584) includes submitted statement, correspondence, articles, reports, and:

a. Annotated bibliography of publications from the Navy marine mammal program (p. 539-544).

b. Miscellaneous materials on polar bears, IUCN Red Data Book (p. 548-567).

(For summary of brief items of testimony, see H561-3.14.)

H561-3.1: Sept. 9, 1971. p. 65-77.

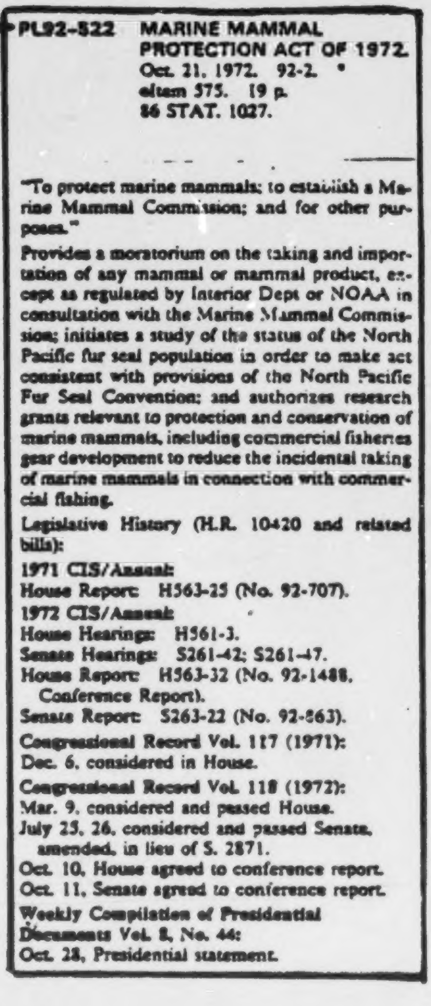
Witness: KIMBALL, Thomas L., exec dir, Natl Wildlife Fedn.

Statement and Discussion: Opposition to complete protection for all species of marine mammals; endorsement of H.R. 10420.

Insertion: Current research efforts and mgmt history for fur seals, sea otters, walrus, and polar bears (p. 67-74).

CIS abstract section

Public Law Number



PL92-522 **MARINE MAMMAL PROTECTION ACT OF 1972.**
Oct. 21, 1972. 92-2. •
eItem 575. 19 p.
86 STAT. 1027.

"To protect marine mammals; to establish a Marine Mammal Commission; and for other purposes."

Provides a moratorium on the taking and importation of any mammal or mammal product, except as regulated by Interior Dept or NOAA in consultation with the Marine Mammal Commission; initiates a study of the status of the North Pacific fur seal population in order to make act consistent with provisions of the North Pacific Fur Seal Convention; and authorizes research grants relevant to protection and conservation of marine mammals, including commercial fisheries gear development to reduce the incidental taking of marine mammals in connection with commercial fishing.

Legislative History (H.R. 10420 and related bills):

1971 CIS/Annual:
House Report: H563-25 (No. 92-707).

1972 CIS/Annual:
House Hearings: H561-3.
Senate Hearings: S261-42; S261-47.
House Report: H563-32 (No. 92-1488, Conference Report).
Senate Report: S263-22 (No. 92-863).

Congressional Record Vol. 117 (1971):
Dec. 6, considered in House.

Congressional Record Vol. 118 (1972):
Mar. 9, considered and passed House.
July 25, 26, considered and passed Senate, amended, in lieu of S. 2871.
Oct. 10, House agreed to conference report.
Oct. 11, Senate agreed to conference report.

Weekly Compilation of Presidential Documents Vol. 8, No. 44:
Oct. 28, Presidential statement.

3. Congressional Quarterly Weekly Report. (Shelved on First Floor as CQ Weekly Report)

   Summarizes Congressional activities for the week, including highlights of important hearings. Lists bills considered, selective voting records. Has quarterly index, cumulating to annual.

4. U.S. Congress. Congressional Record. (Doc. X.94/1:121)

   Verbatim record of proceedings on floor of Congress. Daily during Congressional session with bi-weekly index. In bound form at end of session with cumulated index by subjects, personal names. Bill number index gives legislative history, including references to debate on floor.

5. U.S. Laws, Statutes, Etc. Statues at Large. (Doc. GS4.111:)

   Compilation of laws passed by each session of Congress, in chronological order. Has subject index, guide to legislative history and list of earlier laws affected by laws passed during the session. Citation form: 83 Stat 972.

6. U.S. Laws, Statutes, Etc. U.S. Code. (Doc. Y4.J89/1:Un3)

   A subject-arranged compilation of all Federal laws in force at time of its compilation. Has a subject and popular name index. Annual supplements with indexes between compilations. Citation: 16 USC 2471.

7. Congressional Quarterly Almanac. (Ref/JK1/C66)

   Based on the Weekly Report (3 above), the volume annually summarizes information on major legislation with background information. Reprints important Presidential statements, key roll-call votes, brief histories of laws enacted.

8. Congress and the Nation, 1945-1964. and Supplements. (Ref/JK1061/C6)

   Prepared by Congressional Quarterly, these give summary and background of legislative action much like the CQ Almanac. Subject index, voting records on important legislation.

C. SOURCES OF INFORMATION ABOUT TEXAS LEGISLATION

Sources of information about Texas legislation are located in the St. Mary's Law Library. The Law Library has Senate and House Journals (bound) and the Session Laws. The academic library does not collect Texas House or Senate Bills.

UNIT VI: RESEARCH STRATEGIES
EVALUATION OF SOURCES

I. UNIT OBJECTIVES

II. RESEARCH STRATEGIES

III. EVALUATION OF SOURCES

- A. Books
- B. Films
- C. Plays
- D. Poems, Short Stories

Assignments: 1. Reading: Gates, chapter 24, pp.281-295. 2. A-V Materials: Using library resources for a research paper [Filmstrip]. McGraw-Hill, 1976. 34 frames. Writing a research paper, manuscript form and documentation [Filmstrip]. Everett/Edwards, Inc., 1976. 33 frames and 1 cassette. 30 min.

I. UNIT OBJECTIVES

This unit and the assignments will hopefully help you to achieve the following:

1. to develop skill in searching for materials beyond the catalog.
2. to become familiar with the major reference books both general and specialized: what they are and how to use them.
3. to develop skill in the use of printed bibliographies.
4. to become experienced in taking notes, compiling bibliographies, and making footnotes for term papers and research papers.

II. RESEARCH STRATEGIES

Before you begin dashing wildly about the library checking out books and scribbling notes, you have to answer a few questions--namely, "Where do you want to go?" and "What do you intend to accomplish by going?"

The answers to these questions become a research strategy that acts as a guide and insures that no major opportunities are missed along the way. A good strategy also guarantees that the resulting opus--be it a report, term paper, or dissertation--will have integrity and focus instead of being a disjointed imitation of a shotgun blast.

In Chapter 24, Gates outlines one standard method of establishing a research pattern. Actually, the strategy that you will use on any given search will be modified greatly by the requirements of the topic and by your personality. Still, there are a few constants. Any strategy should help you accomplish the following...

1. establish a workable topic - restrict or expand it to fit the nature of the paper you will write.

2. establish a thesis statement and tentative outline for the entire paper.

3. locate all of the relevant materials in the library and gather pertinent information.

4. write up the final project using the information gathered and following the thesis and outline established.

The strategic approach outlined by Gates emphasizes the steps involved in selecting and refining the topic and thesis of a paper. Unfortunately, few of us are patient enough to devote a few hours of thought to this foundation process. But without it, the resulting research is often disjointed, ever changing in focus and unsatisfying. The resulting papers tend to look as though they were designed by a committee - meandering about in all directions until they terminate at the assigned number of words.

Various members of the St. Mary's library staff have devised the research plan outlined below. It is more concerned with the library research process than Gates, and could be combined effectively with Gates.

1. SELECTING A TOPIC (THAT YOU LIKE AND THAT WILL WORK)

   a. Read an article about it in a general or specialized encyclopedia noting...

      1) if the encyclopedia covers the entire topic in just a few words, it may be too narrow for a paper.
      2) if the encyclopedia devotes several thousand words to the entire topic, it may be too large for a research paper.

    3) if the encyclopedia article says exactly what you plan to say, there is no room for you in that topic.
    4) if you decide to pursue the topic, make bibliography cards for books or articles cited as sources for the encyclopedia article.

  b. Arm yourself with a research guide that covers the area you are planning to study. For example, if you are interested in studying the methods of investing in the stock market, Best Books on the Stock Market could be of tremendous value. Remember guides are listed in the subject catalog under the subject plus the subheading - BIBLIOGRAPHY.

  c. Make up a list of words describing your topic and check them out in the L.C. Subject Headings List. It will...

    1) confirm that certain words will be used
    2) suggest related subject headings and/or subdivisions of your original list.
    3) keep a list of usable subject headings
    4) pick out a few of the most likely books, scan their indexes and tables of contents. Read a bit.

  d. Look up the subject headings you found in the subject card catalog.

    1) Does St. Mary's have enough books on the topic to give your paper a variety of opinions - if that is necessary?
    2) or, has somebody done exactly what you were planning to do in your paper. If so, change topics. Don't compete with professionals or try to cover in 10,000 words what an expert covered in 500 pages.

  e. Check the periodical literature for the subject field of your topic by scanning a few logical indexes and abstracts to see what kinds of articles are written on the subject. Read a few of the most obvious articles.

2. Establish your goals in the paper and put them in writing. Include...

  a. A thesis statement telling the purpose of your paper.

  b. An outline (very "tentative") based upon what you have read in encyclopedias, books and articles.

  c. A flexible checklist of places you might check for information. Consider:

books
journal articles
government documents
microfilm
newspapers
essays in books
other (interviews, TV shows, etc.)

some can be eliminated. Newspapers don't print much on obscure scientific matters. The U.S. Government is an unlikely source to look for criticism of Shakespeare.

3. Now begin your search, being careful to make bibliography cards for each item you will use and note cards for each idea you think you can use. (Gates' note cards are rather cumbersome. See our samples at the back of this section for a faster method.)

   a. BOOKS

      1) Use the subject card catalog and look up the headings on your list. Make a bibliography (bib.) card for each book that looks good. Judge books by the publishing date, bibliographies, illustrations, etc.
      2) Look for bibliographies. Go to wider topics if necessary.
      3) Scan the tracings on each book card to see if you will find other good subject headings.

      Examine the books you have uncovered using the tables of contents and indexes

         a) check their bibliographies for other books.
         b) note the type of materials the author used - primary, secondary, government documents, etc. If none of your books are government documents, you can fairly assume that you need not check the U.S. Monthly Catalog.
         c) Note the date of materials included in bibliographies. The author may have done a complete research job till 1969, for example.
         d) Make a note card for each idea you pull from a book.

   b. JOURNAL ARTICLES

      1) Locate the indexes that cover periodicals in your topic.

      2) Estimate the years in the indexes you will want to cover
         -- in some fields, large important discoveries make their way from journal articles to books in a few years.
         -- in other fields, journals can be used as primary sources. If you wish to know what America was thinking in 1932, use periodicals from 1932.

      3) Use the list of subject headings left over from the card catalog as you venture into indexes and abstracts. They may not conform exactly, but they are a starting point.

      4) Make a bib. card for each article you intend to check before you leave the index area.

5) Examine each article as critically as you did each book - noting bibliographies. Make note cards as you go.

6) Be thorough when making bibliography and note cards. It will prevent "backtracking" to locate an omitted date, page number, etc.

c. BIBLIOGRAPHIES

Your search through the subject card catalog probably uncovered any bibliographies on your topic that St. Mary's has, but you may wish to explore bibliographic sources discussed in Unit 3 and 4 if your paper is to be long or definitive or if you are not finding enough materials in indexes and card catalogs. But, bibliographies can be frustrating since they will list materials unavailable at St. Mary's.

d. GOVERNMENT DOCUMENTS

If the card catalog, indexes or bibliographies have given you the titles of government documents on your topic, you should check the indexes in the Government Documents Section of the Index Area (review Unit 5, if necessary).

e. ETC.

Essays? - Unit 4
Special collections in San Antonio? UTSAHSC for medicine.
Microforms and A-V materials? Unit 7
Interviews?
Other libraries? The CORAL libraries.

WHAT TO DO WITH WHAT YOU FIND - KEEPING IT ALL IN LINE!

Every serious research develops a method for organizing notes and bib. cards. Shortcuts usually lead to problems - like quotes without footnotes or lost information.

Gates suggest a few ideas on note and bib. cards. Here are a few more.

1. Make a bibliography card for each item you think you might use. The information on the catalog card is usually correct. Cards can be alphabetized later for your final bibliography.

⑰

Bailey, James Martin
The steps of Bonhoeffer; a pictorial album. Philadelphia: Pilgram Press, 1969.

BX
4827.
B57
B3

good general book. Lots of pictures & tales. No bibliography.

assign code # to use on note card. Saves re-writing the bib. info on each note card.

library's call # →

include a comment of contents or usefulness.

2. Be sure to include all of the information on your bibliography card you will need for footnotes or bibliographies.

3. Make a note card for each idea. Cards can be shuffled around to conform to the outline when you sit down to write. If you have two ideas on one card, they can't be split up to use in different parts of the paper.

page # of quote or paraphrase. →

342 ⑰

"The unlimited opportunities to move on to new lands, to build fortunes, to change roles - had the greatest impact upon the American character."

code # indicates source, book, article, etc.

4. It is usually safest to quote an opinion i.e.: "The greatest impact..."; however, facts and figures are less sensitive to interpretation and may be paraphrased.

5. For footnotes and bibliographies, use a style manual such as, Turabian (on reserve), Gates, or the manual accepted by your subject specialty (i.e., American Psychological Association's Publication Manual or MLA's Style Sheet.) For your term project for ND1101, please inform the instructor which manual you will follow.

III. EVALUATION SOURCES

Assignment: Reading: Gates, p.249-250.

The job of a book reviewer is to inform prospective buyers of a book's merits and shortcomings. Reviewers are usually experts in the subject areas of the books they read and review; they scrutinize each book for accuracy, logic, biases, style and impact on the world of learning. Although most reviews were not intended for students, they can be profitably used for interpretation, selection of worth-while sources for a paper, or for biographical data on the author.

Locating reviews can sometimes be a difficult or involved process - especially when the book being reviewed is very specialized or academic. Fortunately, there are several good reference books that will guide you to reviews in journals and newspapers. Reviews are usually printed shortly after a book appears on the marketplace, so you must know the date of publication for a book before you begin searching for reviews.

In the subject side of the card catalog you should find listed critical words about most major authors - such as Steinbeck or Twain. Unless you are specifically interested in reading the contemporary reaction to a newly published book, critical works about major authors are more useful than reviews.

SOURCES

Index Area	Book Review Digest. 1905-date, monthly with annual cumulations. Indexes reviews of English language books or English translations of foreign books. Books must be fairly widely reviewed to be included; (See the preface of any bound volume), therefore, it is not a good source for specialized books. Its chief advantage is the inclusion of excerpts from many reviews. Author section has the most complete information, and there is a title/subject index.
Index Area	Book Review Index, 1965- Annual with small cumulations. The Index covers many more sources and books than Book Review Digest. It prints just the citation for a review without a summary. Arranged by author only.

Index Area	Index to Book Reviews in the Humanities, 1960-date. Annual. Indexes reviews in approximately 225 humanistic English language journals. Subject strengths: art, biography, dance, drama, folklore, language, literature, music, philosophy, travel. Arranged by author only.
Index Area	Nineteenth Century Readers' Guide, 1890-1899. Precedes Book Review Digest. In 1904, the H.W. Wilson Co. removed reviews from the Readers' Guide and created Book Review Digest.
1st floor	The New York Times Book Review Index, 1896-1970. Indexes everything printed in the book review section of the New York Times. After 1970, consult the regular index to the New York Times under "Book Reviews".
1st floor alphabetically with periodicals.	Science Books 1965- Prints reviews of scientific books designed for elementary, secondary, and junior college use, or written for the layman. Science Books is not an index to book reviews. It is a magazine that prints original book reviews. If you use it in your assignment, Science Books should be sited as the journal the review is in.

WHAT TO DO WHEN NOTHING WORKS

1. Double check the book's publication date. A book is usually reviewed the first time it is printed. It is rarely re-reviewed at later printings or new edition dates.

2. Check the year following the publication date. A book released in December may not be reviewed until the following year.

3. Sometimes the book is too specialized to have been picked up by any of the sources listed above. You may have to go directly to the journals that routinely publish reviews in that field. For example, you might check the annual indexes of the American Historical Review for a history book or American Literature for books on American literature.

4. Ask a reference librarian for help.

B. Film Reviews

Most film reviews are written for the same purpose as book reviews - to help the consumer avoid lemons and find diamonds. For many films, newspaper and periodical reviews will be the only critical source available.

Recently, as films are becoming an academically acceptable art form, many serious critical books are being written about films, directors and actors. These can be found in the main subject card catalog under the director's name or under the subject heading, MOTION PICTURES.

Essay and General Literature Index can be used to locate criticism printed in books about individual films.

SOURCES FOR FILM REVIEWS

Ref PN 1995.9 E9 N4	The New York Times Film Reviews, 1913-1968, with supplements is probably the most convenient source to use since the reviews, with photo, are in the book. Reviews are, of course, all from the newspaper. After 1972, The New York Times Index, under the heading MOTION PICTURE--REVIEWS, can be used to locate reviews in the microfilm copies of the New York Times.
Index Area	Readers' Guide to Periodical Literature, 1900-. lists all reviews printed in magazines it indexes. Reviews are listed alphabetically by the title of the film under the heading MOVING PICTURE PLAYS--CRITICISM, PLOTS, ETC. Recent issues have changed this subject heading to MOTION PICTURE REVIEWS.
Ref Z 5784 M9 W75	The Film Index: A Bibliography, gives good coverage of books, articles and other materials written before 1936. A subject index is helpful, as are annotations for many listings.

C. Play Reviews

Methods for locating reviews of plays are similar to those used for finding film reviews. A few good sources for reviews are listed below.

The subject card catalog lists books of criticism and analysis under the playwright's last name and under the headings THEATER-REVIEWS and DRAMA-HISTORY AND CRITICISM.

SOURCES

Ref PN 1581 N4	The New York Times Theater Reviews. 1920/1970, reprints reviews published in the newspaper along with photos. Included all forms of theater from drama to musical reviews. Indexed by title and personal names of performers, directors, producers, playwrights, scenic designers, etc. For plays produced before 1920 or after 1970 consult the regular issues of the New York Times Index.

Index Area	Readers' Guide to Periodical Literature. Lists plays under the playwright's name. Use the list of play titles under the heading DRAMAS-SINGLE WORKS if you don't remember the playwright's name.
1st floor alphabetically with periodicals	New York Theatre Critics' Reviews. 1940-date. Each week this magazine reprints reviews from major New York newspapers, magazines and television stations. Indexed.

D. *Poems, Short Stories*

Stories and poems are rarely adequately reviewed, since reviewers have no time to comment on each item in a collection. It is also difficult to find criticism of short works through the subject card catalog, however, if an author is well known, short works will be discussed. The following sources can be used to find criticism buried in journals and books. If these fail, ask the reference librarians for more help.

GENERAL

Index Area	MLA Bibliography. 1921- Each year this bibliography indexes books, journal articles, and dissertations published throughout the world on literature and linguistics. It is often the best way to find criticism of poems and stories. Reviews are picked up, but MLA emphasizes in-depth criticism rather than contemporary reviews. This is the most comprehensive source for materials in the field of language and literature.

POETRY

Ref PR 89 C5	Cline, Gloria S. and Baker, Jeffrey A. An Index to Criticism of British and American Poetry. Metuchen, N.J.: The Scarecrow Press, Inc., 1973. Indexes poetry criticism from books and journals printed between 1960 and 1971.
Ref Z 2014 P7 K8	Kuntz, Joseph M. Poetry Explication. Chicago, Ill.: Swallow Press, 1962. ON-RESERVE Indexes criticism of British and American poetry printed in books and journals between 1925 and 1959.
Ref PR 401 E9	The Explicator Encyclopedia. volumes 1 and 2. ON-RESERVE Reprinted essays on individual poems that were originally published in magazine The Explicator. Covers most major poets.

SHORT STORIES

Ref Walker, Warren S. Twentieth Century Short Story Explication.
Z Metuchen, N.J.: The Shoe String Press, 1967. ON-RESERVE
5917 Indexes critical essays from books and articles in journals
S5 printed between 1900 and 1966. Supplements bring the work up
W3 to 1972.

UNIT VII: MEDIA - AV & MICROFORMS

I. INTRODUCTION TO MEDIA
   (Unit objectives)

II. MEDIA FORMATS AND GLOSSARY

III. MEDIA LOCATIONS AND REGULATIONS

- A. Microforms
    1. Location
    2. Regulations
- B. Audiovisual Materials
    1. Location
    2. Regulation

IV. SUBJECT COVERAGE

- A. Microforms
- B. Audiovisual Materials

V. ACCESS TO MEDIA

- A. Microforms
- B. Audiovisual Materials
- C. Equipment

VI. MEDIA INDEXING AND REVIEW SOURCES

- A. Microforms
    1. Reviewing Indexes
    2. Indexing Sources
- B. Audiovisual Material
    1. Indexing Sources
    2. Reviewing Indexes

VII. MEDIAGRAPHIC CITATIONS

I. INTRODUCTION TO MEDIA

Information exists in many formats which can provide a potential for meaning - a potential which becomes a reality when what is uncertain becomes certain. Media is the vehicle of transmission of information. Though non-print media is over 2,000 yrs. old and a precursor to the printed book, books and other print materials have been the prime library media. Regardless of the format in which information is packaged, the library intends to provide you - the student - with that information.

The key to all information lies in the access to the media in which it is found. It is the purpose of this unit to familiarize you with the formats of non-print media and with the operation of the necessary audio, video, or computational equipment; and more important, to familiarize you with the bibliographic (mediagraphic) research tools for location, evaluation, and citation of nonprint media.

II. MEDIA FORMATS AND GLOSSARY

As stated in the introduction, anything which can convey information is media. For our purposes, the following formats will be singled out:

SYMBOL	MEDIA FORMAT AND GLOSSARY
FL	Single concept 8mm. motion picture film in continuous loop cartridges; filmloop.
FS	Filmstrip, 35mm., continuous strip of film images.
R	Phonodisc, disc audio recording.
S	Slides, usually 2" x 2" mounts.
SS	Sight-sound, programmed package combinations of audiocassette or phonodiscs and filmstrips or slides. Filed in the audio-visual catalog with visuals, i.e., slides and cassettes with slides, filmstrips and cassettes with filmstrips.
T	Audiotape in reel to reel format.
TC	Audiotape cassette, standard 2 1/2' x 4" audiocassette.
VT	Videocartridge, magnetic tape video recording mounted in a cartridge to be used with a playback unit and viewed over a television monitor.

SYMBOL	MEDIA FORMAT AND GLOSSARY
MC	Microcard, micro-opaque material bearing one or more microimages.
MF	Microfilm, 16mm. or 35mm. high resolution film containing an image greatly reduced in size from the original.
MFC	Microfiche, 3" x 5", or 4" x 6" sheet of microfilm containing multiple microimages in a grid pattern.

III. MEDIA LOCATION AND REGULATIONS

All audiovisual and microform materials are located on the 1st floor of the Academic Library - the Periodicals and Non-book Materials area.

A. Microforms

1. Books, periodicals, newspapers, government publications, and manuscripts are in microformat. Microforms and readers for them are available in a micro-reading area on the 1st floor. Print copies from microfilm and microfiche can be produced by reader-printers.

2. Any library patron may use microform materials and equipment within the library during the library's hours of operation. Microforms do not circulate, nor are they reserve items.

B. Audiovisual Materials.

1. A-V materials are located in the Student Access Area of the 1st floor. The SAA functions as the circulation, reserve, stack, and study center for all A-V items. All media included serve the needs of the academic community - primarily in supporting the instructional activities of St. Mary's University, and secondly in supplementing individual student needs.

2. Any student, staff, or faculty member with a valid I.D. and library card may check out materials from the SAA monitor during posted hours of operation. A-V materials have a one-day to 2 week circulation period. Reserve audiovisual items are used in the library and do not circulate during the semester reserve period. In-house use of media is open to all library patrons.

IV. SUBJECT COVERAGE

A. Microforms

Microforms are filmed versions of print copy, i.e. books, periodicals, documents, etc. The bulk of the library's microform collection consists of periodicals, with some historical records and a few books. Because periodicals comprise such a major segment, there are inumerable topics and subjects covered within each roll of film or sheet of fiche of microfilmed material. All periodicals in microform such as Forbes, Psychology Today, and the Wall Street Journal which are of specific interest to subject majors are included in St. Mary's Periodicals List.

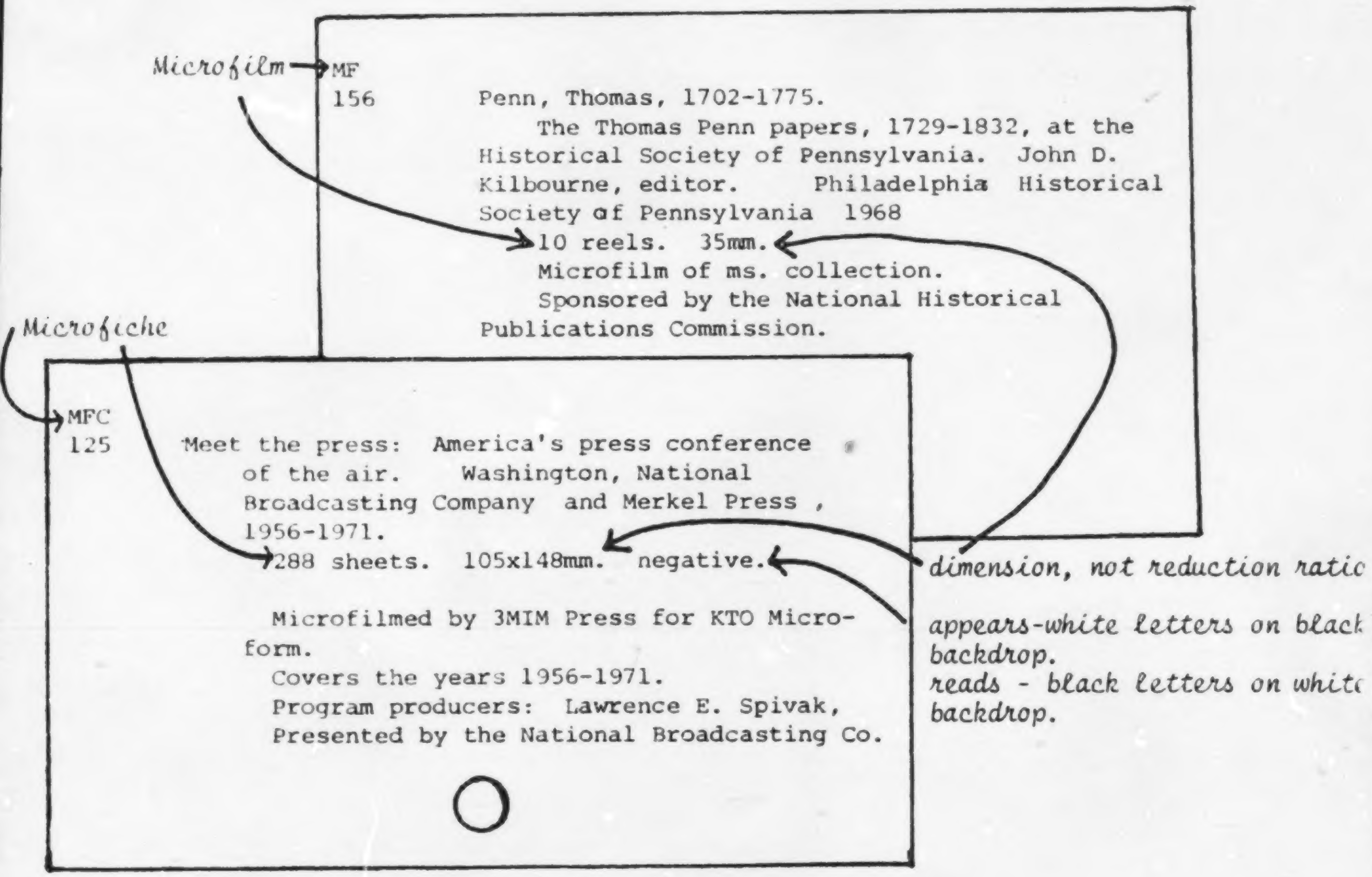
B. Audiovisual Materials

American and English literature and music are the subjects most heavily represented within the audiovisual collection. Studies of specific authors, of period music, and selected literary and musical works can be readily found. But many other items of special interest to Business, Education, Chemistry, Geology, etc. are also available. Audiovisual materials are all located on the first floor of the library, and most are listed in the audiovisual section of the card catalog on the 2nd floor.

V. ACCESS TO MEDIA

A. Microforms

Most microform materials (with the exception of some current periodicals) are catalogued similar to the original printed works. Catalog cards for microforms are integrated into the main author-title and subject catalogs. There are, however, some basic distinctions to take note of:



Microfilm

MF
156 Penn, Thomas, 1702-1775.
The Thomas Penn papers, 1729-1832, at the Historical Society of Pennsylvania. John D. Kilbourne, editor. Philadelphia Historical Society of Pennsylvania 1968
10 reels. 35mm.
Microfilm of ms. collection.
Sponsored by the National Historical Publications Commission.

Microfiche

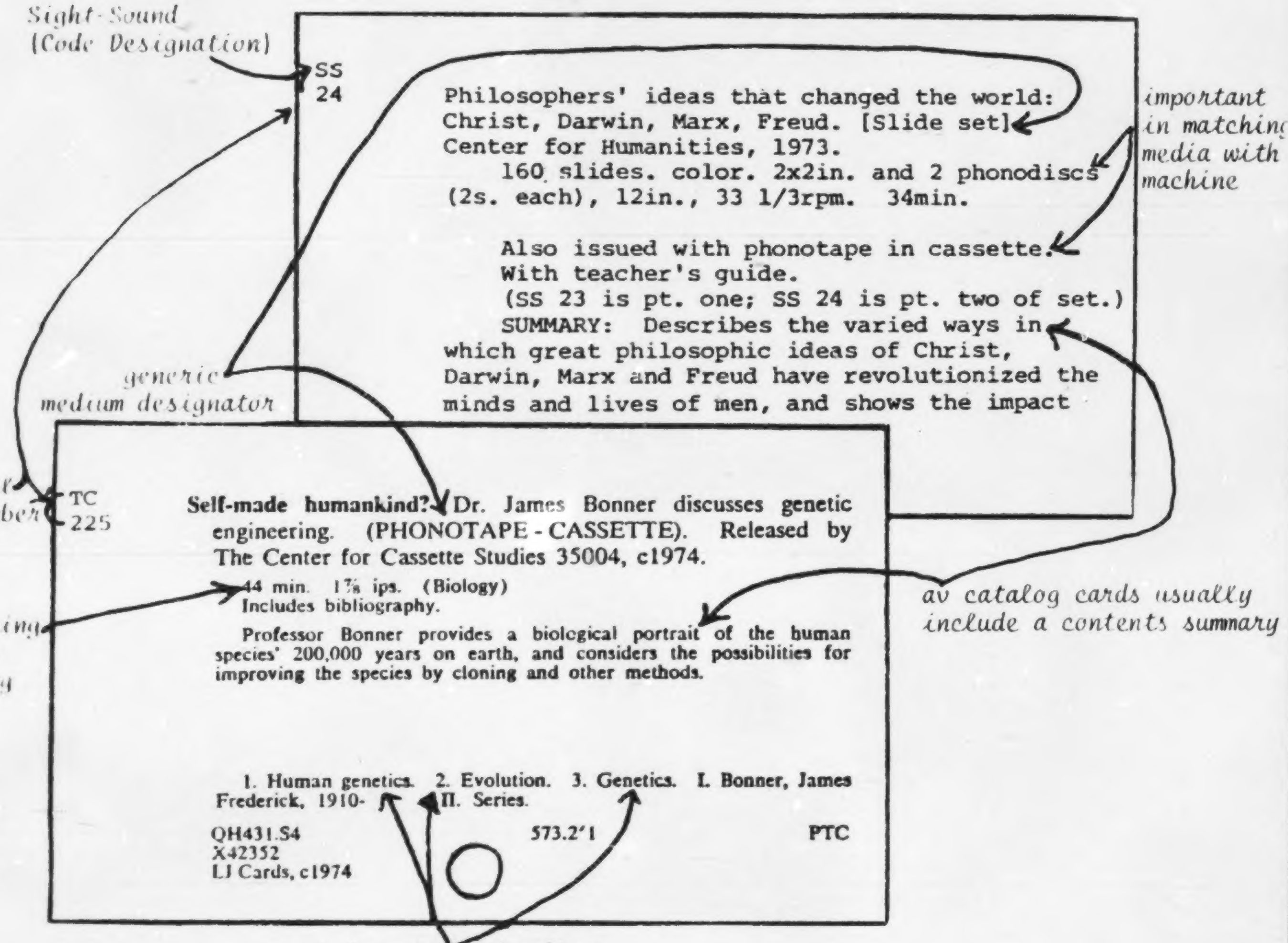
MFC
125 Meet the press: America's press conference of the air. Washington, National Broadcasting Company and Merkel Press, 1956-1971.
288 sheets. 105x148mm. negative.
Microfilmed by 3MIM Press for KTO Microform.
Covers the years 1956-1971.
Program producers: Lawrence E. Spivak, Presented by the National Broadcasting Co.

dimension, not reduction ratio

appears-white letters on black backdrop.
reads - black letters on white backdrop.

B. Audiovisual Materials

Access to the audiovisual collection is through the A-V card catalog. A separate author (artist, composer, etc.) title, and subject catalog at the 2nd floor entrance to the library gives listings for audiorecordings, videorecordings, slides, filmstrips and film formats, and combined media sets. A generic medium designation is given in brackets following the title on A-V catalog cards. Call numbers for all media materials consist of a code designation for the format and a number denoting order of accession. Note the following features of A-V catalog cards:



SS
24

Philosophers' ideas that changed the world: Christ, Darwin, Marx, Freud. [Slide set] Center for Humanities, 1973.

160 slides. color. 2x2in. and 2 phonodiscs (2s. each), 12in., 33 1/3rpm. 34min.

Also issued with phonotape in cassette.
With teacher's guide.
(SS 23 is pt. one; SS 24 is pt. two of set.)
SUMMARY: Describes the varied ways in which great philosophic ideas of Christ, Darwin, Marx and Freud have revolutionized the minds and lives of men, and shows the impact

TC
225

Self-made humankind? Dr. James Bonner discusses genetic engineering. (PHONOTAPE - CASSETTE). Released by The Center for Cassette Studies 35004, c1974.

44 min. 1⅞ ips. (Biology)
Includes bibliography.

Professor Bonner provides a biological portrait of the human species' 200,000 years on earth, and considers the possibilities for improving the species by cloning and other methods.

1. Human genetics. 2. Evolution. 3. Genetics. I. Bonner, James Frederick, 1910- II. Series.

QH431.S4 573.2'1 PTC
X42352
LJ Cards, c1974

Sight-Sound (Code Designation)
important in matching media with machine
generic medium designator
Call number
listening and or viewing time
av catalog cards usually include a contents summary
L.C. subject headings

STYMIED? If you don't find the material listed in the card catalog, but you still think the library may have the item you need - check the AV Holdings List. Copies of this list may be found at the 2nd floor reference librarians' desk and at the 1st floor Student Access Area desk. These lists are updated each week to include the most recent additions.

C. Equipment

Mechanophobia? - If you aren't already familiar with the equipment you need to use for each media format, instruction and/or assistance is available from the Student Access Area Monitor.

VI. *MEDIA INDEXING AND REVIEW SOURCES*

There are several indexes to reviews which are important for use in evaluating non-print media. You may have occasion to use these either in researching a subject or in determining beforehand whether or not to use certain non-print items.

Media indexes aid in listing specific items and specifying information used for location, identification, purchase, etc.

A. Microforms

1. Because microforms are print counterparts, reviewing sources are the same sources listed previously in this handbook. Indexes such as Book Review Index, Education Index, Public Affairs Information Service, etc. are good review sources.

2. Two of the most common indexing sources for microform materials are the ERIC Resources In Education (Index area) and Xerox University Microfilms Dissertation Abstracts International (Ref Z 5055. U5 A53)

B. Audiovisual materials

1. The major indexing tools for A-V materials are the NICEM indexes. Published and regularly updated in ten specialized areas by the National Information Center for Educational Media, University of Southern California, University Park, Los Angeles, California, these indexes provide a comprehensive, computerized, instructional resources reference service in book and fiche format. Each format index is catalogued separately within the REF LB classification number. The ten indexes are:

   Index to Educational Records
   Index to 16mm. Films
   Index to 35mm. Films

Index to Educational Audiotapes
Index to Educational Videotapes
Index to 8mm Cartridges
Index to Producers and Distributors
Index to Ecology - Multi-Media
Index to Educational Overhead Transparencies
Index to Black History and Studies-Media

2. The two major indexes to reviews of non-print materials are International Index to Multi-Media Information (formerly Film Review Index) published by Bowker which is an index to reviews of educational, instructional, and documentary materials (Ref Z 5784. M9 F5), and Media Review Digest (formerly Multi-Media Reviews Index) published by the Dept. of AV Instruction, N.E.A., which indexes reviews for over 130 periodicals.

Only the most frequently used sources have been listed here. You will find as you have more need of media review sources that there are many others which will be of use to you for specific formats or specialized subject matter.

. MEDIAGRAPHIC CITATIONS

Only one definitive source has been written to-date which details everything you should know about citing non-print media in footnotes and bibliographies:

Fleischer, Eugene B., ed. Bibliographic Citations for Non-Print Materials for Writers of Term Papers and Theses. New Jersey, New Jersey Association for Educational Communications and Technology, 1975. On Reserve

Refer to it when formulating a non-print media citation.

ND 1101

Name: __________________________
Due: __________________________

UNIT I: INTRODUCTION TO THE LIBRARY

I. You may select to do part A or B of section I of this unit.

A. Using these sources from the bibliography for this unit in the Handbook (p. 10-11), find an example of each underlined item. Indicate in what book and on what page it was found. Sources (see Handbook for complete citation): Gore, Vervliet, Diringer, Piggott.

1. The first stage in the development of writing were cave drawings, some tens of thousands of years old. The artist drew pictograms (drawings of objects) and ideograms (pictorial expression of an idea).

2. The Egyptians' writing was essentially pictographic (or hieroglyphic) but some phonetic symbols (representing sounds of a spoken language, rather than objects or ideas) were found in their inscriptions as far back as 4,000 B.C.

3. Phonetic writing led to the development of the alphabet about 1600 B.C. by a group of ancient Semites. The name comes from the names of the first two letters of the Semitic alphabet: aleph and beth.

4. The Letter shapes of the alphabet have gone through many changes
   KORAN - Arab script
   OLD TESTAMENT - Hebrew
   NEW TESTAMENT - Greek
   ENGLISH BIBLE - Roman or Gothic type
   COMMUNIST MANIFESTO - Cyrillis

5. The Romans excelled in the art of lettering, designing the first capital letters, and a script which could be written more swiftly. This is called cursive writing (pen did not have to be lifted from the page in moving from one letter to the next)

6. The standard book-hand was developed in the eighth Century and widely used by the scribes in western Europe. The lower case letters are known as Carolingian minuscules, which means "Chartes" small letters after Charlemagne who first appointed scribes to write books.

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7. With the invention of printing from movable types in the 15th century (by Gutenberg) the bookhands survived the design of metal types used in the mechanical production of books. See a page from the Gutenberg Bible.

B. Name four notable printed books, one for each century listed below. Find an illustration in The Book, by H.D.L. Vervliet and cite, the page number. Write a sentence or two on the importance of the books you select.

1. 16th century

   Illustration:

   Importance:

2. 17th century

   Illustration:

   Importance:

3. 18th century

   Illustration:

   Importance:

4. 19th century

   Illustration:

   Importance:

Example:

Illustration: Thomas Bewick, A Natural History of British Birds p.441 (illus #232)

Importance: These woodcuts of Thomas Bewich are valuable collectors items

II. Complete all of the following assignments:

A. At the Student Access Area on first floor check out and view the following audio visual items:

1. Introduction to the College Library [Filmstrip]. 32 frames. McGraw-Hill, 1976.

2. Information Generation 77: Orientation to St. Mary's University Academic Library [Slide]. AL-LRC Productions, 1977. 74 slides and 1 cassette (15 min.)

3. While viewing #2, study the maps in Unit I - LEARN YOUR WAY AROUND THE AL AT STMU.

B. The Academic Library publishes a number of information handouts (approximately 10-15).

1. Locate these brochures on display on the 2nd floor.

2. On this sheet, list the titles.

3. Keep these items for your future information needs.

C. Write the definition for the following library terms (see Unit I of Handbook):

1. annotation ______________________________

____

2. bibliographic form ______________________________

____

3. entry ______________________________

____

4. holdings ______________________________

____

5. Library of Congress Classification System ______________________________

____

____

____

ND 1101

NAME: ______________________

DUE: ______________________

UNIT II: THE CARD CATALOG

I. CARD CATALOG

A. ORGANIZATION

1. In what way is the St. Mary's main card catalog organized?

   ______ divided

   ______ dictionary

2. Describe the difference between the two sections of the St. Mary's catalog.

   ____

   ____

   ____

3. In St. Mary's main card catalog you can locate a book by...

   ______ author ______ subject

   ______ title ______ all of the above

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B. FUNCTIONS OF CARD CATALOGS

1. Books in the Reference and Special Collections are listed in the main card catalog by

______ author or main entry

______ title

______ subjects

______ all of the above

2. If you wanted to make a list of all of the books St. Mary's owns about medicine, what would you do?

____

____

____

3. When you need periodical articles for a term paper, you should...

______look in the subject side of the card catalog under the topic you are researching for the titles of articles

______look in the St. Mary's Serials List for the names of periodicals that will cover your topic.

______go to the index area and use a periodical index

Explain why you selected the answer you checked on #3.

____

____

4. Subject cards are made for every book that is cataloged.

______ true ______ false

5. Are subject headings assigned for all subjects treated in a book, however peripherally?

____

7. Why do most libraries follow the subject headings used by the Library of Congress and listed in Subject Headings Used in the Dictionary Catalogs of the Library of Congress?

____

____

____

8. In addition to author, title and subject cards for an item, Gates points out that two other types of cards can be made.

   a. Added entries can be made for

   ____

   ____

   ____

   ____

   b. What is anthology?

   ____

   ____

From the card catalog

1. In the author/title catalog look up ERNEST HEMINGWAY. Books written by him are filed first by his last name and then are filed alphabetically by __________________.

2. Now look up ERNEST HEMINGWAY in the subject card catalog. Is he the author of all the books filed behind his name in the subject card catalog? ______

3. Still in the subject card catalog look up ELECTRIC COMMUNICATION.

   Under what subject heading will books on this topic be filed?

   ____

   (The card that directs you to the correct heading is called a cross reference).

II. THE CATALOG CARD

A. A SAMPLE CARD

SF
197 Fraser, Allan.
F65 The bull. New York, Scribner,
1972b c1972
207 p. illus. 26cm.

Includes bibliographical
references.

1. Bulls. 2. Bull (in religion,
folk-lore, etc.) 3. Bulls in art.
I. Title.

125328 73-021145 MARCIVE

Using the sample card shown above, fill in the information requested on the lines below. (see p. 28-29 in Handbook)

1. Publisher's name ______________________________

2. Date the book was published ________________________

3. Author's birth date ______________________________

4. Author's name __________________________________

5. Series name ___________________________________

6. Call number ___________________________________

7. Floor the book is on in this library __________________

8. How many cards for this book will be filed in the main card catalog (author/title and subject sides)? ________________

B. USES OF CATALOG CARDS AND MAIN ENTRIES

1. Look up Programmed instruction in West Africa and the Arab States.

   a. Where in this library will you find copies of the book?

   ____
   (on what floor?)

   b. How many authors does the book have?____________________

2. Look up Cable television in the cities.

   a. Does the book have... an author?________________
   (check the correct answer) an editor?________________

3. Look up the main entry or author entry for: Schultz, Howard. Technical report writing a manual and source book.

   List below all the different entries or places in the card catalog, omitting the main entry (shown here above), where you would find cards for this book. Fill in the full title, subject headings, or names. Mark A/T (author/title) or S (subject) to show which part of the card catalog the card will be filed in.

   A/T or S Entry as it will be typed at the top of its card

   ____

   ____

   ____

   ____

III. THE CARD CATALOG/AUTHOR-TITLE

A. ENTRY, MAIN ENTRY

Look up the following materials in the card catalog. Give the call number and the correct card catalog main entry. The rules that govern these are in your handout.

1. Robert Frost, a living voice.

   ____

   ____

2. Book written by Cornelius C. Cunningham on fine art.

____

____

____

3. *The Political thought of Thomas Aquinas*.

____

____

____

4. Texas A & M University at College Station. 1) Fill in the *first* title listed in our catalog under this entry. 2) Write out the main entry or author entry for this work. (see p. 31 of Handbook)

1) ____

____

____

____

2) ____

____

____

B. FILING ARRANGEMENT IN THE AUTHOR/TITLE CATALOG

1. Gates shows two types of filing arrangements for cards in a catalog. Which of the two is used in St. Mary's main card catalog?

____

Look up the following titles in the card catalog and give the call numbers in the spaces provided. Note the filing rules which influence the location of each card. Refer back to the list of filing rules for help, if necessary.

a. Give the call numbers for the following books.

Aaron, Daniel. Men of good hope ________________

____

____

Aaron Burr in Literature

____

____

Education and culture

____

____

Educational innovation in Iran. ________________

____

____

VI. THE SUBJECT SIDE

A. THE L.C. SUBJECT HEADINGS LIST

1. Will you find San Antonio, Texas in a subject headings list?

____

2. Can San Antonio, Texas be used as a subject heading? ________

3. The purpose of the subject card catalog is to index the contents of books in the library.

________________ true ________________ false

NOTE: This exercise parallels information given in the handbook on subject headings. Consult the handbook for help on any of the following questions.

5. SUBJECT HEADINGS

Locate a copy of the Subject Headings Used in the Catalogs of the Library of Congress. [redacted] (Ask at the Reference Desk.)

a. Look up the topic HEALTH CARE.

What heading will be used in the card catalog instead of the entry we gave you?

b. Look up this new subject heading in the Subject Heading List. Immediately under this correct heading, you will find a list of words.

1) List the first and last sa (see also) heading beneath your topic.

2) Beneath the sa group is the initial x, which means see. If you looked x words up in the card catalog, you would be sent back to

3) Give the last x word listed.

4) The last group of words beneath "Medical care" is preceeded by xx, which means see also. They provide broader, related topics and frequently are worth checking when researching a topic. List the last xx word.

(beware of subdivisions)

c. Under the cross references you will frequently find subheadings. They are preceeded by a dash. A cataloger may add them to the main subject heading if they accurately describe a book being cataloged. For example, a book on repairing railroad cars may be put under the subdivision...

ELECTRIC LOCOMOTIVES - MAINTENANCE AND REPAIR

Give the first subheading listed beneath "Medical care."

6. TRACINGS

At the bottom or on the back of most catalog cards, you will find a series of words called tracings. They are used by the library staff to organize the catalog; however, tracings can also be profitable used by students looking for subject headings and books.

Look up the books filed under the topic FRESH WATER BIOLOGY.

Locate the card for the book by BARDACH, JOHN E.

List the subject tracings for the book. (Author and title tracings begin with Roman numerals. Subject tracings are preceeded by Arabic numerals.) ____________________

____

____

What you now have is a list of the locations in the card catalog where the book is indexed. If you checked all of the cards filed under the subject heading, you could glean a list of interrelated topics.

7. SUBDIVISIONS OF SUBJECT HEADINGS

In the subject card catalog look up GREAT BRITAIN

a. Enter the author or main entry of a bibliography on the line below.

____

This book would be the ideal point to begin studying the subject, since the writer will guide you to the best sources of information on the topic.

b. Still under the main heading GREAT BRITAIN

locate the subdivision CIVILIZATION

and write in the main entry of the first or only book you find there

____

B. FILING ARRANGEMENT IN THE SUBJECT CARD CATALOG

Give the call numbers for the first books listed under the following subject headings. Write each call number horizontally in the space provided.

1. AFRICA-HISTORY-1884-1960. ______________________________
2. ARCHITECTURE-BOSTON ______________________________
3. ARCHITECTURE ______________________________
4. ARCHITECTURE-U.S.-BIBLIOGRAPHY ______________________________
5. ARCHITECTURE-LATIN AMERICA-HISTORY ______________________________

ND 1101

Name: ______ ____________
Due: ______ ____________

UNIT III: REFERENCE WORKS

A. *DICTIONARIES*

1. GENERAL DICTIONARIES

Read Sheehy's (Ref Z 1035.1/S43/1975) description of Webster's new third international dictionary.

1. If you are reading one of Shakespeare's plays, would you use Webster's 3rd to look up rare or obsolete words?

   ______ yes ______ no

2. Write the phonetic pronunciation of cyclotron, ______________________, and give a brief definition of this word. ______________________

   ____

   ____

   ____

3. Read Sheehy's description of A New English Dictionary on Historical Principles (also called the Oxford English Dictionary). Also read pp. 85-88 of Gates.
   a. What is the purpose of the O.E.D.?

      ____

      ____

   b. The O.E.D. will include all words now in use, or known to have been in use since what year?

      ____

   c. Words that have originated in America will be included in the supplementary volume of the O.E.D.; however, there is a 4 volume set specifically designed as a historical dictionary of American English. Give its title.

      ____

   d. Using the Oxford English Dictionary, look up the word STREAMER. When is the earliest recorded use of this word in the English language?

      ____

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2. SPECIALIZED DICTIONARIES

1. Use Wentworth and Flexner's Dictionary of American Slang.

a. "Hootchie-cootchie, hootchie-cootchie" was once commonly used in

____

2. Use the Acronyms and initialisms dictionary.

a. What does ANARC mean?

____

3. FOREIGN LANGUAGE DICTIONARIES

1. Use the Subject Card Catalog. Give the title of a bilingual dictionary of ENGLISH - YIDDISH.

____

2. What subject heading was it listed under?

____

(Include all the subdivisions.)

4. SUBJECT DICTIONARIES

** 1. Use the Subject Card Catalog to locate a subject dictionary which will include material on your term project topic.

** Items marked with asterisks involve finding materials to use for your term project. If you cannot find a useful book, have a reference librarian help you. If no book can be found, the librarian will initial the question and you can leave it blank.

a. Give the topic of your term project. ______________________________

b. Give the title of a dictionary you think will be useful on your term project.

____

c. What subject heading did you use to find it?

____

B. ENCYCLOPEDIAS

A. GENERAL ENCYCLOPEDIAS

Look up RENAISSANCE in the Americana and Britannia, encyclopedias.

1. Which encyclopedia has the most scholarly, adult, and detailed article?

   ____

2. Which one has the most extensive bibliography?

   ____

3. What is the purpose of the index to an encyclopedia if subjects are in alphabetical order?

   ____

   ____

   ____

B. SUBJECT ENCYCLOPEDIAS

1. Choose the best source from the four large subject encyclopedias listed in your handbook to answer two of the following questions. Remember to use their indexes.

   a. Locate a discussion of the influence Deoxyribonucleic acid (DNA) has on the aging process.

      Source: ________________________________

      Vol. ________________ page __________

   b. Who painted The Maja Clothed? ____________________

      In what volume and on what page of the encyclopedia will it be discussed?

      Vol. ________________ page __________

      Where is a plate showing what it looks like?

      Vol. ________________ plate no. __________

   c. The Constitution of 1917 was written for Mexico. It places the interest of the society and of the state above whose interests?

      ____

      Source: ________________________________

      Vol. ________________ page __________

** 2. Use the Subject Card Catalog to locate a subject, multi-volume encyclopedia that might be useful for your term project. Remember that an encyclopedia usually covers a wide range of topics, so you will have to go to a broad topic to locate one. Give the title of the subject encyclopedia you choose as best for your term project topic.

____

C. ATLASES & GAZETTEERS

1. Which of the following types of information does the Columbia Lippincott gazetteer of the world give for RENO, NEVADA?

______ population

______ location

______ transportation situation

______ industries and agriculture

______ history

2. Use the Rand McNally commercial atlas and marketing guide to locate Gainesville, Georgia. It is located near what lake? ______________?

D. YEARBOOKS, ALMANACS, HANDBOOKS

1. YEARBOOKS

1. One way of keeping encyclopedia sets up to date and current is by constant revisions. Name another method.

____

2. According to the Americana annual for 1960, how many new specimens were added to the National Museum collections of the Smithsonian Institution in 1959?

____

(NOTE: Most encyclopedia yearbooks cover events of the year prior to the one printed on the spine; i.e., the Encyclopedia Britannica Yearbook of 1970, covers the events of 1969.)

4. Use the Subject Card Catalog to locate a yearbook of RELIGION.

Fill in the main entry for the first or only one.

____

** 5. If possible, locate a yearbook that would contain material for your term project.

Subject heading used ______________________________

Title selected ______________________________

2. ALMANACS

Use the World almanac to answer the following question.

On January 13, 1915, a major earthquake was recorded. In what city was it located and how many people were killed?

____

E. *DIRECTORIES*

1. What is the founding date of GAMBLERS ANONYMOUS.

____

2. What college or university in Texas offers a degree in Medical Records Librarianship?

____

3. List three (3) subject fields in which Bachelor, Master, and Doctorate degrees are offered at Bryn Mawr College (Pennsylvania). __________

____

____

F. *BIOGRAPHY*

The principal problem with biographical dictionaries and encyclopedias is in selecting the right one for a specicic problem. As you examine some of the most popular sets in the questions below, look for clues telling you when and how to use them.

1. Webster's biographical dictionary (use the preface and examine the body of the book to answer these questions.)

   a. Does this dictionary include Americans only? ________________

   b. Do you have to die before you can get into it? ______________

   c. Put a check mark in front of the types of biographical information that will usually be included in each entry:

      ______ dates of birth and death (if dead)

      ______ pronunciation of name

      ______ occupation or equivalent

      ______ a bibliography to check for more information about the individual

2. Current Biography

   a. Pick up one of the new, unbound monthly issues of Current biography and answer the following questions about the scope and coverage of the set from the title page and verso.

      1) What type of people are chosen for inclusion in Current biography?

         ____

      2) Where does Current biography get its information about the people?

         ____

      3) What company publishes Current biography?

         ____

   b. Somewhere in the 35-odd years of Current biography, locate the biography of DAN ROWAN. (use the cumulative index for 1940-1970)

      1) Is there a picture with the biography? __________

      2) Is there a brief bibliography with it? __________

      3) When was he born? __________

3. Who was who in America and the Dictionary of American biography include retrospective (dead only) American biographies. Using the indexes to both sources, locate the biography of MARTIN VAN BUREN.

   1) When Martin Van Buren died he left a manuscript which was published by his sons. What was the title of this manuscript?

____

4. Use the Subject Card Catalog and locate two subject headings for biographies about SCIENTISTS.

____

____

(Include subdivisions.)

5. How many sources are listed in the Subject Card Catalog for biographies about AMERICAN AUTHORS?

____

6. Use volume 6 of Biography index. How many different items are listed for ALBERT FINNEY?

____

G. *SPECIALIZED INDEXES*

Use the appropriate specialized indexes from your Handbook to answer the following questions.

1. Who said "Praise the Lord and pass the ammunition."?

____

____

(You may not find the quote listed under the first word in the sentence. It may be under keyword or subjects.)

2. a. Who wrote a poem beginning with the line "The day is cold, and dark, and dreary."

____

   b. Fill in the initials or letter code given for the first or only collection listed.

____

7

c. Now give the full title of the collection.

____

(Keys to abbreviations are usually at the front of books.)

3. Use Short Story Index for 1950-1954.

a. Who wrote EMBROIDERY.

____

b. Give the title of the first or only collection it is in.

____

(Collections are listed under the author of the story.)

TERM PROJECT EXERCISE

Select one reference book that you would like to use in your term paper project. It may be one you have found while completing this exercise or it may be any other reference work you think will be useful. It could be an atlas or gazetteer, a yearbook or handbook, a directory or a biographical dictionary or dictionary.

1. Correct bibliographic citation for the reference book you chose.

____

____

____

(See Gates, pp. 293-295, Turabian, or an approved style manual.)

2. Examine the reference book and write an annotation for it. Refer to your Handbook, for items to include in the annotation.

____

____

____

____

____

____

____

ND 1101

Name: ______________________
Due: ______________________

UNIT IV: SERIALS, ETC.

I. ST. MARY'S PERIODICALS LIST & THE CORAL UNION LIST

A. ST. MARY'S PERIODICAL LIST

1. Look up Intellect.

   a. What years and volumes does St. Mary's have?

   ____

   b. Where could you locate volume 103? ______________

   ____

B. CORAL UNION LIST

1. Look up Journal of International Affairs.

   a. List 2 libraries in San Antonio that have this title and the volumes and years they report having. ____________

   ____

   ____

   b. Could you see a hardcover copy of volume 1 of this title?

   ____

II. INDEXES & ABSTRACTS

A. INDEXES

PERIODICAL INDEXES

The H.W. Wilson Company publishes many important indexes. St Mary's has 11 Wilson indexes on a variety of topics. These indexes are quite similar in format, although they cover different topics.

Use The Biological and Agricultural Index. vol. 29

1. This index covers magazines printed between __________ (date) and __________ (date).

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2. In the front sections of most indexes you will find information about the purpose and use of the index. Read the front sections of your index volume. DO THE FRONT SECTIONS INCLUDE . . .

   a. a list of abbreviations of magazine titles? ______________

   b. list of magazines indexed? ______________

3. Now look up an article on COMMERCIAL TREATIES.

   For the first article listed under the subject heading, copy down any of the following information that is included in the citation:

   a. author of the article ______________________________

   b. title of the article ______________________________

   c. title of the magazine ______________________________
   (no abbreviations)

   d. volume number ______________

   e. page numbers ______________

   f. date of issue ______________

   g. does the article contain . . .

      1) a bibliography? ________

      2) a portrait? __________

      3) illustrations? ________

   h. now check in the St. Mary's Periodicals List to see if our library has the issue of the periodical you have located. Where in the library is the title kept?

   ____

NEWSPAPER INDEXES

1. Check to see if the New York Times printed articles about Mrs. Eleanor Roosevelt (Mrs. Franklin D. Roosevelt, Jr.) in 1974.

   a. The first items listed follow the words "see also". These tell you that your subject is mentioned in articles listed elsewhere in the index. Copy down the first "see also" subject and its date.

   ____
   (no abbreviations for dates)

b. Now read the summary of the first article listed. Copy the following information about the article:

   1) Description of article contents

   ____

   ____

   2) Date ________________________ (include the year)

   3) Page number ________________

   4) Column number ________________

   (If you have trouble with this, at the end of vol. I of 1974 index there is a section called "How to use the New York Times Index".)

c. Where in this library will the issue of the New York Times you have cited be located?

____

BOOK INDEXES

1. Use Volume 6 of the Essay and General Literature Index to look up STATE AND SCIENCE. Give the following information for the first essay listed.

   a. Author of the essay ________________________

   b. Title of the essay ________________________

   c. Editor of the book the essay is in ________________

   d. Title of the book the essay is in ________________

   e. Pages in the book the essay is in ________________

   f. Call number of the book __________

   ____

   g. You found the essay by looking under a subject. How else would it be listed in Essay and General Literature Index?

   ____

   (Check the "Directions for Use")

B. ABSTRACTS

Locate volume 54 of Psychological Abstracts (Ref BF 1 P65). Look up the topic Parental Occupation in the subject index volume.

1. List the first abstract number given for the topic ________

2. Look up the number in the abstract section. (Be sure that you stay in the same volume number of the abstracts; the numbers do not work in different volumes.)

   a. Is the citation for a . . .

      1) Book? ____________

      2) Journal article? ____________

      3) Dissertation? ____________

   b. Copy the journal title, date, volume and page numbers below:

      ____

      ____

      ____

   c. Is the item in the St. Mary's Library? ____________

      (If it is a book, check in the card catalog. If it is a journal, solve any abbreviations and look it up in the St. Mary's Periodicals List.)

IV. BIBLIOGRAPHIES

A. GENERAL BIBLIOGRAPHIC SOURCES

1. Bibliographic Index. Use the volume for 1973.

   a. According to the prefatory note, which of the following sources were bibliographies for Bibliographic Index chosen from?

      ______ Journals

      ______ Bibliographies at the back of books.

      ______ A book that is entirely a bibliography

b. Locate a bibliography on COLOR OF MAN.

1) Who organized this bibliography? ____________________

2) Is it printed as

______ an entire book?

______ part of a book?

______ an entire magazine article?

______ part of a magazine article?

B. SUBJECT BIBLIOGRAPHIES

1. Using the card catalog to locate bibliographies.

a. Use the card catalog to locate a printed bibliography on ADULTHOOD.

Give the author's name for the first or only bibliography in the card catalog.

____

** 2. Now use Sheehy to locate the section of bibliographies that best covers your term project topic.

1) Give the subject heading or headings you used in Sheehy.

____

____

[redacted]

2) Pick one bibliography to use in your term project and list the author or main entry here.

____

** Materials you may use on your term project. If you have problems, check with the Reference Librarian. Don't leave any question blank.

C. REFERENCE GUIDES

1. SAMPLE GUIDES

Choose one of the three reference guides listed below. Pick the one that best fits your major or interest. Please put a check mark in front of the one that you have chosen.

______	QD 8.5 B6 1969	Bottle, R.T. *The use of chemical literature.*
______	Z 7161 B83	Brock, Clifton. *The literature of political science.*
______	Z 5931	Goldman, Bernard. *Reading and writing in the arts; a handbook.*
______	BF 76.8 B43	Bell, James Edward. *A guide to library research in psychology.*
______	Ref Z 7164 C81	Larson, Henrietta M. *Guide to business history.*

EXAMINE THE BOOK YOU CHOSE.

a. According to the prefaces or introductory material, what types of people did the authors write the book for?

____

b. Depending on the subject area and purpose of a guide, some or all the items listed below may be included in it. Put a check mark in front of any of the types of information listed that you find in your guide. Use the "Table of Contents" to see what the book includes.

______ indexes and abstracts in the field

______ how to use libraries

______ major serials or journals in the field

______ government documents

______ statistical or data sources

______ information on writing papers or manuscripts in the field.

______ information on basic reference materials in the field. (dictionaries, bibliographies, etc.)

** 2. CHOOSING A GUIDE FOR A TOPIC

Use the card catalog to locate a "guide" for your term project topic.
(Note: Guides are considered by catalogers to be bibliographies. Usually, some words in the title will indicate that the book does more than list books--like guide, handbook, students, research, literature of, etc.)

a. Subject heading, including the subdivision, used to locate a guide in your topic

____

b. Author or main entry ____________________________________

c. Title (if it has an author main entry) __________________

____

D. TRADE CATALOGS

1. Use Books in Print to locate the following information about a book called Heritage of the Graphic Arts.

a. Author ____

b. Year published, if given __________________________________

c. Price(s) ______________

d. Give the ISBN number for the book.
(Computer readable ISBN numbers are used to identify books.)

____

e. Publisher ____
(Usually listed last; usually abbreviated.)

E. DISSERTATIONS

1. Use Dissertation Abstracts International (DAI) (Ref Z 5055 U49 D55)

   a. Examine volumes 35A:4 (October 1974) and 35B:4 (October, 1974)

      1) What is the difference between the A and B sections?

      ____

      ____

      2) Use 35A:4 (October, 1974). List the title and author of the first or only dissertation abstract under the subject SPEECH.

      ____

      ____

      ____

      ____

ND 1101

Name: ______________________
Due: ______________________

UNIT V: GOVERNMENT DOCUMENTS

U.S. Monthly Catalog (*Index Area*)

Using the 1970 volume, locate the subject PESTICIDES - review in the annual index.

1. Copy the entry number for the listing. ______________________

   Locate the entry in the front part of the catalog.

2. What agency published the item? ______________________
3. What is the title of the item?

   ____

   ____

4. Write down the Superintendent of Documents classification number.

   ____

5. Try to locate the document on the shelf. (Ask at Reference Desk, if you don't find it. Remember St. Mary's library is a select depository and doesn't receive all government documents.)

Guide to Texas State Documents (*Index Area*)

1. Using the 1974 volume, locate the entry in the index for JEWISH TEXANS.
2. Copy down the entry number (______________________).

   Locate the item in the main listing.

3. What government agency published the item?

   ____

4. Write down the title of the item.

   ____

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General Information Sources

U.S. CONGRESS. CONGRESSIONAL DIRECTORY. (Y4.P93/1:)

1. To what committees was JOHN MOSS assigned in the 94th Congress? List two.

____

2. From what district (number) was he elected? ____________________

Documents as Statistics Sources

U.S. STATISTICAL ABSTRACT (1976) (C3.134.976)

1. Examine the Table of Contents of the Statistical Abstract. Based on it, which of the following kinds of data would you expect to find in the Statistical Abstract?

Population in 1974 of states and large cities	Yes	No
Population U.S. by race	Yes	No
Number of divorces granted in U.S.	Yes	No
U.S. production of wheat	Yes	No
U.S. production of gasoline	Yes	No
Local property tax rates for states	Yes	No
Average income tax paid in U.S. in 1973	Yes	No

2. Read the "Guide to Tabular Presentation", p. xii.

   What does D in a table mean?

   ____

3. What was the total number of violent crimes committed in the U.S. in 1975? (use the index!)

   ____

4. What was the total per capita energy consumption in the U.S. in 1974?

   ____

5. How many popular votes were cast for the Republican candidate in the 1972 Presidential election in NEVADA?

   ____

TEXAS ALMANAC (1976-77) (Ref AY311/G3/T5) (use the index)

1. What was the population of Bexar County in 1970? ______________

2. How many automobiles are registered in McLennan County (Waco)?

____

3. How many barrels of crude oil were produced in Bexar County in 1974?

____

UNITED NATIONS STATISTICAL YEARBOOK (1975) (Ref/HA12.5/U62) (use table of contents)

1. What is the total population of CHAD as reported in the latest census?

____

2. How much WHEAT was produced in CANADA in 1972? (Include the unit of measure in your answer.) ______________

AMERICAN STATISTICS INDEX 1976 (green) (Index Area)

Locate in the Index Section the entries for U.S. CUSTOMS SERVICE.

1. For the 1st citation listed, what is the ASI entry number? ______________

2. Locate that entry number (for the 1st citation) in the Abstract Section. What is the title of the 1st document listed? ______________

3. What is the documents classification number for this 1st document? (see p. xxxiii for detailed explanation of citation). ______________

4. Try to locate this document in our documents collection.

Legislative Sources

A. You have been assigned to locate an overview summary on the Equal Credit Opportunity Act, 1974.

Use Congressional Quarterly Almanac, 1976. (Ref/JK/1/C66).

1. What subject heading did you use in the index? ______________

2. In addition to general background, complete the following:

    a. Bill number of pertinent legislation. ______________

    b. This measure amended what public law? ______________

c. Public Law number. ______________________________

d. Briefly list (3) of the important points of this act:

____

____

____

____

____

B. Now use CIS Index to see any publications that have resulted from Congressional consideration of the topic above.

1. Which items of information that you found in the previous search can be used to search the CIS Index Section? ____________________

____

2. Give the CIS citation number for 1st pertinent publication. ______________

3. Locate the citation in the abstract section. Sample abstract at the front of the volume, will assist you in completing the following on the citation on your topic.

a. Kind of publication (hearing, report, etc.) ____________________

b. Committee issuing it ____________________________________

____

c. Title ____

d. Date ______________________________

C. Check volume 62 of PAIS (Public Affairs Information Service) (Index Area) for materials on credit legislation and equality of credit.

1. Copy below the citation for one journal article on the topic.

____

____

____

2. Where will you look to find whether this library has the periodical?

____

Government Documents & Your Term Project

List the topic of your term project: ______________________________

Make a brief search of 2-3 indexes like the Monthly Catalog, PAIS, to find out what government agencies are most likely to publish documents related to your topic.

1. Indicate the indexes and subject headings you used:

____

____

2. Copy 4 representative citations on your topic from these tools.

____

____

____

____

____

____

____

____

____

____

____

____

____

3. Locate one potentially useful document for your project from the indexes. Ask for it at the Reference Desk or locate it in the stacks; actually look at it. Prepare 1) a complete annotation of the item, and 2) annotate the source following the guidelines given for your term project. Copy the citation for the document. (If you have a topic for which documents seem an unlikely source, try anyway. Ask the documents librarian for help before you give up. She will initial your paper to verify that a reasonable search was in vain.)

Citation:

Annotation:

NAME: ______________________________
DUE: ______________________________

UNIT VI: RESEARCH STRATEGIES/ EVALUATION OF SOURCES

I. *A Mock Term Paper*

A. Select a topic for a mythical 1500 word research report. Choose a subject that fits within the scope of the broad subject you have already chosen for the term project for this course. Fill in the topic for your mock term paper here.

____

____

B. Locate a good encyclopedia article on the topic. If there is a specialized encyclopedia in the field, use it instead of the Britannica. To find the most appropriate encyclopedia, use the subject card catalog. The subdivision DICTIONARIES is used for dictionaries and encyclopedias. It can be tacked on to most subject headings. Pick an encyclopedia with long articles. You may have to use a large subject heading that includes your topic, such as science, social science, education, etc.

Title of the encyclopedia you selected ________________________

____

Read the encyclopedia article on your topic. Based upon your reading of the encyclopedia article and your knowledge of the subject, list here any words you think might be used in the card catalog as subject headings. Words used in the encyclopedia's index are good bets.

____

____

____

____

* Note: This first part of Unit VI should be very useful for your term project - complete it carefully.

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1. Make a bibliography card for the encyclopedia article. Use Gates or Turabian (on reserve) or an approved style manual for the correct citation form for an encyclopedia article. Use the example in your handout for the format of a bibliography card. Study these manuals thoroughly!

NOTE: Most, but not all, encyclopedia articles in large encyclopedias are signed at the end of the article. If initials are used instead of the author's name, a key to the initials is usually provided in the first or last volume of the set. If there is no author, use a title entry.

2. Make a note card for an idea you could take from the encyclopedia for your make-believe paper. Be sure to key the note card by page and source. (See Handbook samples).

C. Now go to the L.C. Subject Headings List (microfiche) and look up your topic. List below the subject headings that can be used in our card catalog. List any you think might be useful. Check the xx and sa lists carefully.

Include at least five headings.

____

____

____

____

____

D. Look up the subject headings in the subject card catalog.

1. How many books does St. Mary's have that will contain your mock term paper topic?

   Under 5______; 5-10______; 10-20______; 20-30______; over 30______

2. What conclusions can you draw from the titles you see? Are there too many books on the topic? Too few? Has somebody done exactly what you had in mind?

   ____

   ____

   ____

   ____

E. Now check the journal literature on your topic.

1. What indexes and abstracts are good bets? (You should have a list from Serials, Etc. Unit 4)

   ____

   ____

   ____

2. Go to the most likely index or abstract and look up your topic.

   a. Name of index or abstract used, plus the year of the volume

      ____

b. Three headings checked in the index or abstract

____

____

____

3. Based on what you have seen in the index or abstract, do you think journal articles will be a good source for your topic? How do they compare with books? Why?

____

____

____

E. Write a thesis statement for your mock term paper following Gates' ideas about a thesis.

____

____

____

F. Create a tentative outline showing how you would organize the thesis into a paper. Use the outline type format found in Gates.

G. The next step in your project would be to create a checklist of types of materials you should check. Listed below are some of the more common types. Evaluate each type--very briefly. You need not look at a sample of each.

Include for each type of material:

1. Would you use it on this research topic? Why or why not?
2. What indexes or catalogs would be the best approach to the materials?

1. Bibliographies

2. Monographs (books)

3. Essays

4. Journal articles

5. Government documents

6. Newspaper articles

II. Evaluation of Sources

A. Book Reviews

1. Use Book Review Digest to find a review of Venceremos! The speeches and writings of Ernesto Che Guevara by Che Guevara.

   (Before you use Book Review Digest you must know the year the book was first published. You should know several ways to find the date.)

   Fill in the following information for the last review listed for the book:

   a. Title of the journal it is in ______________________________

   b. Volume number of the journal the review is in (if given) ____________

   c. Date of issue ______________________________________

   d. Is the reviewer favorably impressed with the book? ________________

   e. Does St. Mary's have the journal issue with the review in it? ________ Book Review Digest arranges the reviews by the last name of the author. How else can you locate reviews using Book Review Digest. (Look at the index)

   ____

   ____

2. Pick two of the books listed below and locate reviews for them. Use the New York Times Book Review Index, or sources from the list of book reviewing sources from the list of book reviewing sources in your Handbook.

   The Arrogance of Power by J. William Fulbright (1967)
   Dearly Beloved by Anne Morrow Lindbergh (1962)
   Full-Fashioned Garment Manufacture by R.W. Mills (1966)
   The Interior Landscape by Marshall McLuhan (1969)
   The Nature of Physics by R.B. Lindsay (1968)

   a. BOOK ONE

      1) Name of book chosen ______________________________

      2) Index listing its reviews ______________________________

3) Full citation to *one* of the reviews (No abbreviated journal titles.)

b. BOOK TWO

1) Name of book chosen ________

2) Index listing its reviews ________

3) Full citation to *one* of the reviews (no abbreviated journal titles)

2. Use the subject card catalog to locate books that criticize *just* Hemingway's *The old man and the sea*.

and fill in the following information: for the first book listed

a. Subject heading used in the subject card catalog ________

b. Author or editor of the critical book ________

c. Title of the critical book ________

d. How would the criticism in this book differ from the criticism you would find in reviews listed in *Book Review Digest*?

B. *Film Reviews*

1. Use the New York Times Film Reviews (Ref PN1995.9.E9N4) to answer the following questions about films:

   a. Locate the review of Seven Days in May. (Use the title index to find the date of the review)

   Who directed it? ______________________________

   b. What film did Sidney Poitier make in 1963?

   ____

D. *Poetry & Short Stories*

1. Use Poetry Explication (on reserve) to locate criticism of John Donne's "Growth"

   a. Write the first citation listed on the lines below?

   ____

   ____

   b. Is it a book or a journal article? ______________

   c. Does St. Mary's have it? ______________________

2. Use 20th Century Short Story Explication, 1900-1966, (the main volume, not one of the supplements) to locate criticism of Henry James' "A London Life".

   a. Write the full citation for the first item listed on the lines below.

   ____

   ____

   ____

   b. Is it a book or a journal article? ______________

   c. Does St. Mary's have it? ______________________

ND 1101

NAME: ______

DUE: ______

UNIT VII: MEDIA - AV & MICROFORMS

1. Using the card catalog for print materials, locate the Thomas Penn's papers series in either microfilm or microfiche. List its call number, author (if available), title, and whether microfilm or microfiche.

2. Use the St. Mary's Periodicals List and locate a journal in microform. List the title and years covered in microform and in hardcover.

3. In the micrc-reading area on the first floor use the microfilm-microfiche locator to find the two items you have listed and view them on the appropriate equipment. (Request instruction on locating items from the SAA desk)

   Indicate here whether you used negative or positive microfilm or microfiche (see Handbook), the time period (date) of the particular roll or sheet you used, and whether or not there is a separate index on microfilm for the titles checked.

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9. Using the Media Review Digest (not available yet), the International Index to Multi-Media Information (Ref Z 5784. M9 F5), or any other index you have used, locate a review of one of the items listed in the previous tasks. (If unable to locate, select a review of an item you find interesting). Give the complete citation.

10. Verify whether the library has the review source and answer-yes or no ________.

11. If answer is yes, read review and indicate favorable ________ unfavorable ________.

12. On the following lines, list in bibliographic form (according to Fleischer's book. on reserve.) any one item used in the previous tasks.

4. Demonstrate to Student Access Area monitor your knowledge of the operation of microform equipment and obtain initials and date for the equipment checklist attached to this assignment (see p.4.).

5. Using the audiovisual card catalog (2nd floor), look for multimedia which you may be able to use for your term project. You must find at least 2 different examples (slides, cassettes, filmstrips, video cartridges, etc.) and list them here. Include call number, title, media designation, and physical characteristics. (see samples in Handbook)

   Remember media packages with both an audio and visual component are located in the visual section of the catalog, i.e. filmstrips and cassettes with filmstrips, slides and cassettes with slides, etc.

   ____

   ____

   ____

   ____

   ____

6. Locate these two items in the Student Access Area and view/listen to them on the appropriate equipment. After having viewed/listened to each of your listed items, fill in an evaluation checklist (attached to this assignment) for one of the items.

7. Demonstrate to the Student Access Area monitor your ability to operate all equipment. Complete the certification of operational knowledge checklist. SAA monitor should initial and date each.

8. Locate in any one of the NICEM Indexes (see Handbook) at least one audiovisual item which you would suggest for use in your subject area. List here.

   ____

   ____

CERTIFICATION OF OPERATIONAL KNOWLEDGE

Caramate--------------------------------Verified by________Date________

Autovance-------------------------------Verified by________Date________

Videocartridge--------------------------Verified by________Date_______

Videotape-------------------------------Verified by________Date_______

Slide projector-------------------------Verified by________Date_______

Cassette recorder/player----------------Verified by________Date_______

Super 8 film loop projector-------------Verified by________Date_______

Bell & Howell projector/cartridge-------Verified by________Date_______

Reel to reel tape recorder/player-------Verified by________Date_______

Wang computer---------------------------Verified by________Date_______

Microfilm reader------------------------Verified by________Date_______

Microfilm reader/printer----------------Verified by________Date_______

Microfiche reader-----------------------Verified by________Date_______

Microfiche reader/printer---------------Verified by________Date_______

EVALUATION CHECKLIST

Material title ____

Catalog number/call no. ______________________________________

Material subject ____

This material was designed to explain, demonstrate, etc.? (Describe in one or two sentences) ______________________________

____

____

____

____

Please rate this material from 1 (unacceptable)to 5 (excellent) for the following:

Material content is on college level ______________________

Pace of narration and terminology are appropriate for a college audience ____

Narrator kept audience attention __________________________

Content provided information not known before _______________

Audio level was even, no problem in hearing narration ________

Color level of video was good _____________________________

Video and audio were well matched _________________________

No prejudice or bias was evident __________________________

Rate this material for interest (your own)

Excellent ______ Good ______ Fair ______ Poor ______

Rate this material for recommendation to others

Recommend ______________ Do not recommend ______________

Other (Please specify) ____________________________________

____

____

____

____